



Application Form for Conference Travel Funds (Graduate Student)

This program has been established by the Faculty of Graduate Studies and Research to assist graduate students with travel and accommodation expenses associated with presenting a paper or poster at a conference. Maximum funding support available under this program is \$500.

Completed application forms are to be submitted to the **Dean, Faculty of Graduate Studies and Research (dean.fgsr@smu.ca)**. There are two competitions per fiscal year with deadlines for submissions of April 1 and October 1. Applications will be vetted and decisions on funding will be made by the FGSR Awards Committee.

Eligibility criteria:

- Applicants must be attending the conference for the purpose of presenting a paper or poster
- Applicants must be in good academic standing and be registered as full-time student in a graduate program at Saint Mary's University
- Applicants from Masters programs may only receive funding from this competition once (1) during the course of their studies. Applicants from PhD programs may receive funding from this competition twice (2) during the course of their studies.

Selection criteria:

- The proposed budget (reliability, reasonableness).
- Impact of the conference participation on the applicant's graduate program and on the profile of Saint Mary's as assessed by:
 - The explanation/justification provided by the applicant;
 - The potential impact of presenting at the conference on Saint Mary's profile;
 - The opportunities for publication of the conference presentation to a broad audience.

Complete applications must include:

- Application form (all sections)
- Budget of estimated expenses (complete the appropriate section in application form)
- Letter of acceptance from conference organizers *and/or* copy of conference program indicating student's participation
- Abstract of the paper/poster



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Section 1 – Applicant Details

Name: _____ Student #: A
 Graduate Program: _____ Supervisor's Name: _____
 Current Status: Full-time Part-time Year Degree Expected: _____
 Email: _____ Phone #: _____
Have you previously received FGSR travel funding? Yes No

Section 2 – Conference Information

Title of Conference: _____
 Date: _____ Location: _____
 Presenting: Paper Poster
 Title of Paper/Poster: _____

Section 3 – Estimated Costs

Registration Fees: \$ _____
 Transportation: \$ _____
 Lodging: (____ nights @ \$ ____ each) \$ _____
 Meals \$ _____
TOTAL EXPENSES \$ _____
 Amount of request (maximum \$500) \$ _____
 Other funding you have secured to defray the cost of presenting at this conference: \$ _____

List additional sources of funding you have applied for and/or received. Include departmental support as appropriate. If your application for funding was denied, indicate why.

Describe your efforts to secure additional funding and indicate the sources consulted. What efforts have you made to reduce costs?

Section 4 – Potential Impact of Conference Participation

Please explain:

- The potential impact of the conference on your research program
 - The potential impact of presenting at the conference on Saint Mary's University profile
 - Any opportunities for publications of the presentation
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Section 5 – Verification of Applicant Information

I affirm that the above information is correct and true to the best of my knowledge.

- **Please remember to include the Abstract of the paper/poster you are presenting and a letter of acceptance from the conference organizers.**

Applicant's Name: _____ Date: _____

Applicant's Signature: _____

Section 6 – To be completed by the Supervisor

I _____ support the student’s request for funding.

Supervisor’s Signature: _____ Date: _____

Section 7 – To be completed by the Program Coordinator

Complete the checklist (funding will only be considered for full time students in “good standing”)

- The conference is important for this student’s field of research
- The student has been registered for all semesters since admission and is currently registered
- Student’s CGPA is at least 3.00
- Student has achieved a passing grade in all courses
- The student is pursuing their studies on a full-time basis
(student visits campus regularly and is geographically available to campus)

I _____ support the student’s request for conference funding.

Signature: _____ Date: _____

**Return completed form to:
Faculty of Graduate Studies and Research
dean.fgsr@smu.ca**