

Application Form for Conference Travel Funds

This program has been established by the Faculty of Science to assist undergraduate science 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. Requests should be made at least **30 days prior**. Completed application forms are to be submitted to the **Science Advising Centre, Atrium 301**.

Eligibility criteria:

- Applicants must be attending the conference for the purpose of presenting a paper or poster (exceptions will be made for Science Atlantic Conferences, of which Saint Mary's is a sponsor).
- Applicants must be registered as full or part-time students in an undergraduate science program at Saint Mary's University.
- Applicants normally only receive funding from this program once during the course of their studies

Selection criteria:

- The proposed budget (reliability, reasonableness)
- Impact of the conference participation on the applicant's program and on the profile of Saint Mary's as assessed by:
 - The explanation/justification provided by the applicant; and indicated by the supervisor.
 - The potential impact of presenting at the conference on Saint Mary's profile.

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 and competition.

Section I – Applicant details

Name: _____

Student#: **A** _____

Program: _____

Supervisor's
name: _____

Current Status: Full-time Part-time

Year Degree Expected: _____

Email: _____

Phone: _____

Have you previously received travel funding from the Faculty of Science? Yes No

If yes, indicate when and for what: _____

Section II – Conference Information

Title of Conference: _____

Dates of Travel: _____ Location: _____

Participation : Paper Poster Competing in a Science Event Attending (*Science Atlantic Events Only*)

Title of Paper or Poster: _____

Section III – Estimated Costs

Registration Fees	\$ _____
Transportation (_____)	\$ _____
Lodging (____ nights @ \$ _____ each)	\$ _____
Meals	\$ _____

TOTAL EXPENSES \$ _____

Amount of Request \$ _____

Other funding you have secured to defray the cost of presenting at this conference (from _____) \$ _____

Section IV – Potential Impact of Conference Participation

On an attached page, please provide a short description that addresses these points:

- i. An explanation of the potential impact of the conference participation on your academic studies and career or graduate study goals.
- ii. An explanation of the potential impact of presenting at the conference on Saint Mary’s profile (up to 1/2 page).

Section V – Verification of Applicant Information

I affirm that the above information is true and correct.

Applicant’s Name: _____ Date: _____

Applicant’s _____

Signature: _____

Section VI- Approval and Recommendations

This section is to be completed by the student's supervisor

- I confirm that this student has maintained a good standing within the program.
- I confirm that this conference is important for this student's particular field of study.

Comment on the importance of the conference to the student:

Name:

Signature: _____ Date: _____

Updated November 2017