

Application Form for Conference Travel Funds

This program has been established by the Faculty of Arts to assist undergraduate Arts students with travel and accommodation expenses associated with presenting a paper or poster at a conference. Maximum funding support available under this program is \$400. Completed application forms are to be submitted at least **30 days prior** to the event to Dr. Sara Malton, Associate Dean, Outreach and Faculty Support, at Sara.Malton@smu.ca.

Eligibility criteria:

- Applicants are attending the conference for the purpose of presenting a paper or poster.
- Applicants are registered as full- or part-time students in an undergraduate Arts program at Saint Mary's University.
- Applicants can 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 are to include:

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

Section I – Applicant Details

Name:

Student #:

Program:

Supervisor:

Current status:

Degree expected (year):

Email:

Phone:

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

If yes, please indicate the date and purpose:

Section II – Conference Information

Title of conference:

Dates of travel:

Location:

Participation:

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 attend this conference | \$ |

Section IV – Potential Impact of Conference Participation

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

An explanation of the potential impact of the conference participation on your academic studies and career or graduate study goals.

An explanation of the potential impact of presenting at the conference on Saint Mary's profile (up to half a page).

Section V – Verification of Applicant Information

I affirm that the above information is true and correct.

Applicant's name:

Applicant's signature:

Date:

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:

Supervisor's name:

Signature:

Date: