

Huron University College- Faculty of Arts and Social Science

APPLICATION FOR A CONFERENCE GRANT

Formatting Instructions:

1. All relevant sections must be completed fully.
2. One (1) electronic copy of your application is to be sent to Lauren Hogg (Lauren Hogg <lkolodzi@huron.uwo.ca>).

****Applications that do not meet these formatting standards will not be considered.****

1. **Name of applicant:**
2. **Date of this request:**
3. **Details of the proposed Conference Expenses.**

The name of the conference to be attended:

Location of the conference to be attended:

Dates of the conference (not including travel dates):

Dates of travel

Going on:

Returning on:

Role at Conference (Select YES to one or more as appropriate)

I am presenting a paper or poster (YES or NO):

I am conducting a workshop or seminar (YES or NO):

I am moderating a session (YES or NO):

I have some other role (YES or NO):

The title of my paper/poster, or workshop/seminar, moderated session or explanation of other role is: (maximum 50 words):

My paper/poster has been accepted or my other role has been confirmed. (YES or NO)

If YES, attach a copy of such acceptance or confirmation.

N.B. Any dispersal of funds is contingent on delivery of evidence of acceptance or confirmation of role to the Research Committee

6. Budget of anticipated expenses.

Please note that applicants are advised to apply for all the expenses associated with the relevant conference even if this means the amount applied for is likely to exceed the amount the committee will be able to award. Written quotes for air fare, train fare, accommodation, should be attached if available. If travel expenses are involved, provide the rate for the least expensive mode of transportation. Note that the per diem rate will be based on the policy for per diem rates for Huron University College staff and faculty. (N.B., evidence of actual travel, e.g., boarding passes, receipts for taxis, must be provided to ensure reimbursement).

*The per diem policy can be found at <http://huronuc.ca/Academics/Research> under 'Expense Claims'

(1) Airfare, Railfare, or Mileage Cost

(2) Accommodation Cost

Daily Room Cost	Number of Days	Total Cost
<input type="text" value="\$"/>	<input type="text"/>	<input type="text" value="\$"/>

(3) Transfers (e.g., taxis)

(4) Conference Registration Cost

(5) Per Diem

Allowable per diem	Number of Days	Total per diem
<input type="text" value="\$"/>	<input type="text"/>	<input type="text" value="\$"/>

(6) Other Costs (e.g. poster preparation)

7. Total amount requested in Canadian funds:

Reminder:

- Grant recipients must apply for reimbursement within six weeks of their expenses or return from grant-related travel.