



University of Manitoba Graduate Students' Association
Local 96 of the Canadian Federation of Students

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FROM 003 - Conference Grant Application (Page 1 of 2)

Please read this form and all attached documents before returning to the GSA.

Student Information

Name: _____ Student #: _____

Department: _____ Program: _____

Email: _____ Phone #: _____

Mailing Address (U of M): _____

Conference Information

Location: _____ Date: _____

Attending Presenting

Financial Information

Have you applied for a GSA Conference Grant before? _____ If yes, when? _____

Are you expecting to financial assistance from other sources? _____

(If yes, please list all other sources of funding in your travel budget)

Document Checklist

- Travel Budget
- Travel Receipts
- Copy of Boarding Passes
- Other Receipts
- Conference Registration Confirmation
- Conference Presentation Confirmation
- Other

Note:

- 1. Incomplete applications or applications without supporting documents will not be processed.**
- 2. Please submit your application after you return from the conference with all of your receipts attached.**

Declaration

I certify that I have carefully read the application and Conference Grant guidelines stipulated in the GSA Financial Policy Manual (Policy II). I recognize that submission and qualification of this application is subject to the Conference Grant Policy. I declare that the information contained within this application is correct and accurate. I authorize the GSA to investigate the information provided in this application to assess the qualification for this grant if necessary.

Signature of Applicant

Date

GSA Approval Signature

Date

GSA Form 003: Effective R } ^ A F G E F F
POLICY II — CONFERENCE GRANT

I. Travel Grants

The GSA, through the Finance Committee, will make funds available to University of Manitoba graduate students wishing to attend or present at conferences who do not have adequate personal or departmental resources to do so. Conferences should advance the student's course of study. Applications will be accepted throughout the academic year.

1. General Regulations:

- a. Applications for Travel Grants must be complete or they will not be considered.
 - b. Applicants are required to provide a copy of their official conference registration or equivalent correspondence.
 - c. If the conference attended is outside the applicant's field of study, a supporting letter from the supervisor is required to show the advancement of student's course of study.
 - d. If the applicant is presenting, a copy of the conference programme must be submitted. The applicant's presentation has to be listed on the official programme to qualify.
 - e. Applications must include a Travel Grant Application form (Appendix A) and a budget, which outlines all other sources of revenue and estimated expenses. A copy of receipts substantiating the costs outlined in the budget must be submitted (e.g. registration, airfare, ground-transit, hotel expenses). A per diem of \$40 may be included for each day of travel. These costs must exceed the amount of the award applied for.
 - f. The maximum amounts available will be as follows:
 - i. \$500.00 for those presenting at conferences outside North America
 - ii. \$400.00 for those attending conferences outside North America
 - iii. \$350.00 for those presenting at conferences in North America (outside Manitoba)
 - iv. \$250.00 for those attending conferences in North America (outside Manitoba)
 - v. \$100.00 for those presenting at conferences in Manitoba (excluding Winnipeg)
 - vi. \$75.00 for those attending conferences in Manitoba (excluding Winnipeg)
 - vii. \$75.00 for those presenting at conferences within Winnipeg
 - viii. \$50.00 for those attending conferences within Winnipeg
 - g. No member of the Association may receive conference and travel grant(s) totaling in excess of \$500.00 from 18 March to 17 March of the following year. This would imply that multiple applications from one member could be successful, but the total amount cannot exceed \$500.00 in said year.
 - h. The Finance Committee reserves the right to investigate and verify information provided by applicants. This shall be noted on application forms in advance of the space reserved for an applicant's signature.
2. Conference grants may not be used for purposes other than the attendance of a conference or procurement of necessary documents to do so.
3. Priority for awards will be:
- a. Students who are PRESENTING/GIVING papers who do not have access to any departmental or outside resources
 - b. Students who are ATTENDING conferences who do not have access to outside resources
4. A summary of Conference Grant applications must be presented to Council for concurrence without debate at the monthly council meeting.