



## Student Conference Travel Award

### *Preamble*

This fund is intended to provide graduate and senior undergraduate students in the Faculty of Arts with financial support to attend a conference in their discipline at which they will present a paper, or play a role of similar significance. Students who receive an award from this fund may wish to include it on their resume under the title "Faculty of Arts Conference Travel Award".

Other sources of funding should be pursued, including the Alumni Association and the Faculty of Arts Endowment Committee (one competition a year, in the Winter term). Also available are Conference Travel awards administered through the Faculty of Graduate Studies. Students who have obtained funding from these, or other sources, may still apply for this award, but total funding cannot exceed normal travel expenses.

### *Policy*

1. No student will be funded more than once in the year (note: 'the year' refers to the *fiscal year* – April 1 to March 31).
2. The maximum allocation will be \$350.
3. To be eligible for a travel award, a student must be:
  - a. enrolled full-time in a program in the Faculty of Arts, and
  - b. presenting a paper, or have another significant role, at an academic conference

### *Procedure*

There will normally be 2 competitions each year, with deadlines of April 1 and November 1\*\*\*. Application is to be made in writing to the Associate Dean (C/O Anthea Roulston at [Anthea.Roulston@umanitoba.ca](mailto:Anthea.Roulston@umanitoba.ca) – in addition to the application form, the application must include the following, and ***must be submitted as ONE PDF document***:

1. an estimate of expenses
2. a statement from the Department Head (or designate) indicating that:
  - a. the opportunity to participate in the conference would further the academic credentials of the student
  - b. the student is academically deserving
  - c. the Department will match any funding provided by the Dean, at a ratio of *at least* 1 to 4
  - d. rank ordering the application from the department
3. written confirmation that paper/poster has been accepted for presentation

**\*\*\*IMPORTANT NOTE:** If your travel will occur between April 1 and August 31, you should apply for the April 1 award deadline. If your travel will occur between September 1 and March 31, you should apply for the November 1 award deadline.

Dean's Office  
Faculty of Arts

*If you have questions please contact Anthea Roulston at [Anthea.Roulston@umanitoba.ca](mailto:Anthea.Roulston@umanitoba.ca)*

**APPLICATION**  
**Faculty of Arts Student Conference Travel Award**

DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ STUDENT NUMBER: \_\_\_\_\_

UNIVERSITY OF MANITOBA STUDENT EMAIL: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ PhD            MA            N/A            [CHECK ONE]

CONFERENCE NAME: \_\_\_\_\_

DATE OF CONFERENCE: \_\_\_\_\_

PURPOSE OF ATTENDANCE AT CONFERENCE: \_\_\_\_\_

AMOUNT OF FUNDS REQUESTED: \_\_\_\_\_

HAVE YOU PREVIOUSLY BEEN AWARDED CONFERENCE TRAVEL FUNDS? Y/N \_\_\_\_\_

IF YES, PROVIDE DATE \_\_\_\_\_

HAVE YOU APPLIED FOR OTHER SOURCES OF FUNDING? Y/N \_\_\_\_\_

IF YES, WHERE HAVE YOU APPLIED AND AMOUNT RECEIVED \_\_\_\_\_

**THE FOLLOWING ATTACHMENTS MUST ACCOMPANY YOUR APPLICATION:**

an estimate of expenses

a signed statement from the Department Head (or designate) indicating that:

- a. the opportunity to participate in the conference would further the academic credentials of the student
- b. the student is academically deserving
- c. the Department will match any funding provided by the Dean, at a ratio of *at least* 1 to 4
- d. rank ordering the application from the department

written confirmation that paper/poster has been accepted for presentation

AMOUNT OF DEPARTMENT SUPPORT: \$ \_\_\_\_\_

\_\_\_\_\_  
Department Head Signature

Signature Date: