

PART C – BUDGET SUMMARY:

Section 1	
Budget Summary	
<i>Summarize your budget. All items must be detailed in Section 2 below:</i>	
Budget:	Total:
Airfare /Travel (attach printed quotes from airline web pages/Concur/travel agent)	
Conference Registration Fee	
Accommodations	
Per diem (current University rates apply)	
Equipment	
Technical Assistance	
Conference organization expenses	
Materials and Supplies	
Personnel (total salaries/benefit costs)	
Student Research Assistance; Secretarial/Professional Assistance	
Other (please specify)	
Total Requested	

Section 2	
Budget Justification and Explanation	
<i>Provide a brief, clear justification for each budget item. Applicants are referred to the section "Preparing and Justifying the Budget" in the General Guidelines for applicants for assistance.</i>	
Personnel (tasks performed/period of employment/rate of pay)	
Materials and Supplies (other than standard office supplies)	
Equipment (if not available for use within University – provide quotations if over \$500.00)	
Travel: Domestic <input type="checkbox"/> International <input type="checkbox"/> Destination: (purpose, mode, and length of trip; detail expenses for food and lodging, if applicable)	
Other	

PART D – OTHER SOURCES OF FUNDING

Funding received from other sources:

	Rec'd	Applied for
Source: <u>PDA/Travel (faculty members only)</u> Amount: _____		
Source: <u>CIHR/NSERC/SSHRC/URGP/UMGF</u> Amount: _____		
Source: <u>Startup Grant</u> Amount: _____		
Source: _____ Amount: _____		
Source: _____ Amount: _____		
Source: _____ Amount: _____		
Source: _____ Amount: _____		

Applicants should briefly explain how these funds are required **in excess** of PDA/travel/startup/tri-council/Departmental/Dean's Office/Tri-Council/UMGF or URGF funds.

APPLICANT SIGNATURE: _____ DATE: _____

I certify that I am currently enrolled in the Department of/Program in _____ and will be at the time any award will be paid.

DEPARTMENT HEAD SIGNATURE: _____ DATE: _____

(Required for student applications and student GROUP applications only)

I certify that the above named student applicant is currently enrolled in the Department of/Program in _____ and will be at the time any award will be paid.

I/we will be honest when submitting approved expenses for reimbursement, and will only claim expenses that are not being reimbursed from any other source. I/we understand that claims may be audited.

APPLICANT SIGNATURE: