Faculty of Arts Endowment Fund Application Form



Applications should be forwarded to: Chair, Faculty of Arts Endowment Fund c/o Jhonalyn Buhain, Dean's Office Assistant email to jhonalyn.buhain@umanitoba.ca

- 1. Applicants should read the General Guidelines for the Faculty of Arts Endowment Fund Program before completing this form.
- 2. The appropriate certificate/proof of approval on research involving the use of animals, human subjects or biohazards must be attached to the application or forwarded before funding will be released.

PART A - GENERAL INFORMATION:

DART R. BRODOCER HEE OF FUNDS.			
Certificate of approval attached (if required)	Funds received las	t year? YES	NO
Telephone:	AMOUNT REQUES	STED: \$	
Applicant Category:	Email:		
Department:			
Address:	City and Postal Code:		
Name of Group (if yes above)			
I am applying on behalf of a group, department or program:	Yes	No	
First name:	Last name:		

PART B - PROPOSED USE OF FUNDS:

Provide a concise, non-technical statement of how you propose to use any awarded funds. Provide a rationale for the use of the funds and describe any benefits that may be realized for your program of study, your research dissemination, your department, or the Faculty of Arts. Please add up to **one** additional page of information if required. Attach supporting documents if appropriate.

PART C – BUDGET SUMMARY:

Section 1 Budget Summary					
Summarize your budget. All items must be detailed in Section 2 below:					
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					
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.					
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 □ International □ Destination:					
(purpose, mode, and length of trip; detail expenses for food and lodging, if applicable)					
Other					

PART D – OTHER SOURCES OF FUNDING

Funding re	ceived from other sources:			Rec'd	Applied for			
Source:	PDA/Travel (faculty members only)	Amount:						
Source:	CIHR/NSERC/SSHRC/URGP/UMGF	Amount:						
Source:	Startup Grant	Amount:						
Source:		Amount:						
Source:		Amount:						
Source:		Amount:						
Source:		Amount:						
	s should briefly explain how these funds a epartmental/Dean's Office/Tri-Council/UN			ravei/startup/tri-				
APPLICA	NT SIGNATURE:		DATE:					
I certify that I am currently enrolled in the Department of/Program inand will be at the time any award will be paid.								
DEPARTI	MENT 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: