

Student Presentation Grant – Application Form

Student Information

Student Name	Student Email
Student Number / UFV ID	Program of Study
Instructor / Faculty Supervisor	Department/School

Project Information

Project Title
Project Summary/Abstract (1 paragraph)

Conference Information

Conference Name/Organization			
Conference Dates		Conference Location	
Presentation Type	Poster	Panel/Group	Individual Session
	Session with Co-Researcher/Faculty Supervisor		Other

Expenses Anticipated

- Mileage (for local travel in BC only) at .54 per km
- Supplies (poster, printing, etc.)
- Travel to conference (airfare, bus, taxi)
- Accommodation (hotel, camp fee)
- Meals (not included in the conference fee)
- Conference Registration fee
- Other: Membership, etc.

Total Cost of Presenting

Other Sources of Funding Considered

- Faculty Supervisor's Research Grant
- Department/School Support
- Centre for Experiential and Career Education

Documents Required – Please include:

- Conference Details (e.g., website with the event program and other conference information)
- Copy of invitation to present or submission approval from the conference organizer
- Letter of support from instructor / faculty supervisor and details of any grant funds available
- Statement of support from the Department Head / Director and details of any funds available
- Copy of the presentation, research paper, poster, (may be a draft version – submit a final version with your report), including any significant finds or outcomes from the project.
- Post-activity** – Submit an expense claim with receipts and attach a brief (200 word) report describing the highlights of the event and how participating in the activity added to your education experience at UFV. A photo or two is appreciated if you are okay with us sharing them.

Submit the completed application form and supporting documents to Tracy.Morrison@ufv.ca

The application must be submitted and approved BEFORE the event takes place