



**PSYCHOLOGY**  
*graduate student funding /letter of support*

This fund is intended to provide Graduate Students in Psychology with financial support to attend a conference in their discipline at which they will present a paper.

Other sources of funding should be pursued, including the Faculty of Arts Endowment Committee (one competition a year. in the Winter Term), Faculty of Arts Graduate Student Conference Travel Award (competition deadlines are July and November), Travel and Conference Sponsorship Program (one competition in the Winter Term) and UMSU. Also available are Conference Travel awards administered through the Faculty of Graduate Studies (check their website).

***POLICY***

- 1) Students may be funded up to two times in the fiscal year (April-March).
- 2) The maximum allocation will be \$100 for the first application and a maximum of \$50 for the second application
- 3) To eligible for a travel award, a student must be:
  - a) Enrolled full-time in the Psychology graduate program, and
  - b) Presenting a paper / poster at the an academic conference

***PROCEDURE***

- 1) Complete the Psychology Graduate Student Funding Request
- 2) Attach the following:
  - a) an estimate of expenses
  - b) written confirmation that paper/poster has been accepted for presentation.
  - c) covering letter explaining the nature of the trip.

# PSYCHOLOGY

## graduate student funding request / letter of support

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

APPLICANT: \_\_\_\_\_

STUDENT #: \_\_\_\_\_

ADVISOR: \_\_\_\_\_

GRADUATE PROGRAM: \_\_\_\_\_

YEAR: \_\_\_\_\_

### OTHER FUNDING

(Received / Applied for – Please specify amounts, if any):

Dean's Office, Arts \_\_\_\_\_

Graduate Studies \_\_\_\_\_

UMSU \_\_\_\_\_

Other: \_\_\_\_\_

### TYPE OF REQUEST (must be a presenter)

Conference \_\_\_\_\_

Name \_\_\_\_\_

Destination \_\_\_\_\_

Dates of Travel \_\_\_\_\_

Purpose \_\_\_\_\_

Please attach supporting documentation, a budget, an acceptance letter, along with a covering letter explaining the nature of the trip.

**NOTE:** If funding is awarded, a memo along with a travel claim form and instructions for completion will be issued and placed in the student mailbox. Expenses must be submitted no later than one month after the trip.

**A copy of the funding memo can be attached to other funding applications. It would take the place of the Department Head signature.**

RETURN COMPLETED FORMS TO: **MARY KUZMENIUK (474-8253) • FAX: 474-7599 • P424 DUFF ROBLIN**

#### OFFICE USE:

**Previous fiscal commitment:** 1) \$ \_\_\_\_\_ Date of trip: \_\_\_\_\_

2) \$ \_\_\_\_\_ Date of trip: \_\_\_\_\_

AMOUNT APPROVED: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

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