



(Revised: Feb 2019)

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 worth pursuing:

1. [Faculty of Arts Graduate Student Conference Travel Award](#) (competition deadlines are April and November)
2. [Faculty of Arts Endowment Committee](#) (competition deadlines in September and January)
3. [Conference Travel Awards](#) (administered through the Faculty of Graduate Studies)
4. [Conference Sponsorship Program and Student travel support to competitions](#) (competition deadlines in June, October, and February)

POLICY

- 1) Applications must be submitted at least two weeks prior to conference
- 2) The maximum allocation will be \$350 per application.
- 3) To be 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 an academic conference

PROCEDURE

- 1) Complete the Psychology Graduate Student Funding Request
- 2) Attache 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.



(Revised: Oct 2018)

Date: _____

Applicant: _____

Student #: _____

Advisor: _____

Graduate Program: FT PT

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 (204-474-8253) * FAX: 204-474-7599 * P424 DUFF ROBLIN**

OFFICE USE:

Previous fiscal commitment: 1) _____

2) _____

AMOUNT APPROVED: _____

Date of Trip:

Date of Trip:

Date:

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