



PSYCHOLOGY *staff funding*

This fund is intended to provide Psychology Staff with financial support to attend a conference in their discipline at which they will present a paper or funds for Research purposes.

Other sources of funding should be pursued, including the Dean's Office, Faculty of Arts, (competition deadlines are January, March, June and September), Vice-President's Office, and the Faculty of Arts Endowment Committee (one competition a year, in the Winter term) Funding may be limited to once per year.

PROCEDURE

- 1) Funding may be limited to once in the fiscal year (April – March) per applicant.
- 2) Complete the Psychology Staff Funding Request.
- 3) Attach the following:
 - a) an estimate of expenses
 - b) written confirmation that paper/poster has been accepted for presentation, if applicable.
 - c) covering letter explaining the nature of the request.



staff funding request

DATE: _____

OTHER FUNDING

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

APPLICANT: _____

Dean's Office, Arts: _____

Vice President: _____

Other: _____

TYPE OF REQUEST

Conference / Travel Support: _____

Name of Conference: _____

Location of Conference: _____

Date of Conference: _____

Purpose: _____

Research / Visiting Lecture Support: _____

Purpose: _____

AMOUNT REQUESTED

Please attach supporting documentation, a budget, an acceptance letter (if applicable), along with a covering letter explaining the nature of the request.

NOTE If funding is awarded, a memo along with instructions will be issued and placed in your 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) \$ _____ Purpose: _____

2) \$ _____ Purpose: _____

AMOUNT APPROVED: \$ _____ DATE: _____

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