## Request for Funding

## Postdoctoral Initiative Fund

|  |
| --- |
| **Name of event** |
|  |
| **Primary applicant name** |
|  |
| **Primary applicant email** |
|  |
| **Primary applicant department** |
|  |
| **Primary applicant supervisor name** |
|  |
| **Primary applicant supervisor email** |
|  |
| **Contract end date of primary applicant** |
|  |
| **Proposed date(s) of initiative** |
|  |
| **Initiative description** |
|  |
| **Significance of initiative to Queen’s community (how will the event contribute to a positive and inclusive campus?)** |
|  |
| **Relevance to postdoctoral training** |
|  |
| **Expected number of postdoc participants from Queen’s** |
|  |
| **Expected number of external postdocs** |
|  |
| **Total amount requested (must correspond to budget table)** |
|  |

## Project Expenses

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **PROPOSED BUDGET** |  | **ACTUALS Final Report ONLY** |
| **Expense** | **Description** | **Amount** |  | **Amount** |
| Speaker fees |  |  |  |  |
| Speaker travel/other costs |  |  |  |  |
| Other travel |  |  |  |  |
| Activity costs |  |  |  |  |
| Technology/software |  |  |  |  |
| Equipment rental |  |  |  |  |
| Marketing & promotion |  |  |  |  |
| Participation incentives |  |  |  |  |
| Other supplies |  |  |  |  |
| Other expenses (please enter each expense on a separate line; insert additional lines as needed) |  |  |  |  |
| (a) |  |  |  |  |
| (b) |  |  |  |  |
| (c) |  |  |  |  |
| **Total expenses** |  | **$** |  | **$** |
|  |  |  |  |  |
| **Project surplus/(deficit)** |  | **$** |  | **$** |
|  |  |  |  |  |
| **Expected itemized revenue** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*Indicate all sources of revenue including funds from your department, faculty, etc.

**Additional notes**

Please provide an explanation of how any projected surplus will be used OR how any deficit will be addressed. Feel free to include any additional information regarding your proposed budget that you have not already itemized above.

## **Supervisor’s Letter of Support**

**Please attach a single-page letter of support from your supervisor.**