

Queen's University at Kingston

Department of Mathematics and Statistics

Application for a Graduate Student Conference Award

A full-time graduate student is eligible to apply for funding to attend a **recognized conference at which s/he is presenting an authored or co-authored paper or poster**. In order to receive full consideration applications should be submitted by 15 January. Applicants will be notified of the amount they can expect to receive before the conference begins. Conference funds remaining after the first round of awards will be distributed on a first come first served basis.

The Applicant	
Student's Name:	Student No.:
Program: Thesis MSc <input type="checkbox"/> Project MSc <input type="checkbox"/> PhD <input type="checkbox"/>	Year of Study:
Supervisor(s):	
The Conference	
Title of Conference:	
Conference webpage:	
Conference Dates:	Location:
Title of your paper/poster to be presented:	
The Anticipated Costs	
Travel (indicate mode): <input type="checkbox"/> air <input type="checkbox"/> train/bus <input type="checkbox"/> car	\$
Accommodation:	\$
Meals:	\$
Conference Fees	\$
TOTAL	\$
The Anticipated Support from Other Sources	
Conference organizers indicate that support is available: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate amount and/or type: \$ _____ <input type="checkbox"/> travel <input type="checkbox"/> accommodation <input type="checkbox"/> other _____	
Signatures	
Applicant: _____	Supervisor: _____ Your signature confirms that the student is participating as indicated.

Awards are normally paid out upon return from the conference. The following documentation will be required **BEFORE** an award will be paid out:

- acceptance letter/email from the conference secretariat, indicating your participation as a presenter OR a copy of the page from the conference schedule showing your name, title of paper/poster, presentation date and time;
- title page, showing the name of the conference, location, dates, etc. from the conference program on the website;
- conference itinerary;
- details of other support (i.e. conference organizer, your supervisor) you have received or expect to receive to help offset your travel and related costs. Original receipts (NOT debit or charge card slips) will be required for reimbursements from Queen's. (see [Travel and Expense Reimbursement Policy](#)).

For Office Use	
Award amount: \$ _____	Date supervisor consulted: _____
Amount expected from supervisor: \$ _____	Date applicant notified: _____
	Date SGS notified: _____
Comments:	