

## HK Research Fund (\$40,000 CAD) Feb 1<sup>st</sup> 2020 - Jan 31<sup>st</sup>, 2021 GUIDELINES

### A. Undergraduate Students: ~\$5,000 (\$3,000 travel, \$2,000 thesis) CAD Maximum

- **Undergraduate Thesis Students:** It is the intent of the Faculty of Human Kinetics to reimburse undergraduate thesis students in the Department of Kinesiology for items or services directly pertaining to the completion or dissemination of the undergraduate thesis. The amount of the reimbursement will not exceed \$200 CAD per applicant (as stated in the Undergraduate Thesis Handbook). It is understood that any purchased item will remain the property of the University of Windsor.

**Eligibility:**

1. Must be registered as a full-time student.
2. Application for reimbursement must be submitted before the end of the academic year within which the thesis was completed.
3. Students are eligible for a maximum of one (1) reimbursement.

**Instructions:**

Please complete and submit the "[HK Research Fund – Undergraduate Thesis Student Reimbursement Request Form](#)" via email to the Graduate Program Secretary ([shorne@uwindsor.ca](mailto:shorne@uwindsor.ca)) and cc the Associate Dean, Research & Graduate Studies ([mcgowanc@uwindsor.ca](mailto:mcgowanc@uwindsor.ca)). Original receipts must be appended electronically to the form.

**Claimable Expenses:**

1. Undergraduate thesis research-related reimbursement (e.g. postage, equipment repair, etc.).
2. Small Equipment or software requests (e.g., annual licensing fees, electrodes).

- **Undergraduate Research-Related Travel:** It is the intent of the Faculty of Human Kinetics to reimburse undergraduate students who have made presentations of their research at an academic conference. The amount of the reimbursement will not exceed \$500 CAD per applicant.

**Eligibility:**

1. Must be registered as a full-time undergraduate student at the time of the research project for which the conference travel is based.
2. Application for reimbursement must be submitted within 30 days of conference travel.
3. Students are eligible for a maximum of one (1) reimbursement during their undergraduate degree.

**Instructions:**

Please complete and submit the "[HK Research Fund – Undergraduate Student Research Travel Reimbursement Request Form](#)" via email to the Graduate Program Secretary ([shorne@uwindsor.ca](mailto:shorne@uwindsor.ca)) and cc the Associate Dean, Research & Graduate Studies ([mcgowanc@uwindsor.ca](mailto:mcgowanc@uwindsor.ca)). The following items must be appended electronically to the form:

- Written proof of invitation or acceptance from the conference organizers.
- Copy of the final conference program (cover and pages containing the student name only).
- Original receipts (including boarding passes, gas, etc.)



## Department of Kinesiology, Faculty of Human Kinetics

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### **Claimable Expenses:**

1. Transportation
2. Accommodation
3. Registration fees

### **B. Faculty Members: ~\$20,000 CAD Total Grant Funds**

#### **Eligibility:**

1. All full-time faculty & staff in Human Kinetics (including AAS members) are eligible.
2. A maximum of one (1) reimbursement request can be made each year.

#### **Instructions:**

Please submit the “[HK Research Fund – Faculty Request Form](#)” via email to the Graduate Program Secretary ([shorne@uwindsor.ca](mailto:shorne@uwindsor.ca)) and cc the Associate Dean, Research & Graduate Studies ([mcgowanc@uwindsor.ca](mailto:mcgowanc@uwindsor.ca)). Original receipts must be appended electronically to the form. Each request will not exceed \$1,000 CAD, and need must be demonstrated. Multiple faculty members can submit a join application to pool funds, with a \$1,000 CAD maximum per person. Funds will be allocated using a rolling “first-come-first-served” system. When funds are depleted for any given year, the requestees will be placed in order of request on the wait list for the following year.

#### • Requestable Items:

1. Equipment (including replacements due to catastrophic circumstances) & Equipment Repair
2. Software & Annual Fees
3. Travel for Data Collection
4. Printing & Publishing

### **C. HK Sponsored KTE Activities (e.g., Kinesiology Research Day): ~\$10,000 Maximum**

### **D. Speaker Series - Distinguished Speakers: ~\$2,000 CAD Maximum**

Funds allocated to travel (air/train/gas receipts only, no mileage), accommodations and meals. Honorariums are from a separate account.

*\*\$3,000 CAD surplus for unexpected incidentals*