



Faculty of Science Student Travel Fund

The Faculty of Science is pleased to continue to provide support for undergraduate and graduate students in the Faculty of Science to present a paper or poster at regional, national, and international conferences. A total of \$40,000/academic year has been earmarked to support students presenting at conferences.

The Faculty of Science **will match funds provided by a student's supervisor up to \$750** in matching funds for students presenting at an internationally recognized conference (e.g. American Geophysical Union, Ecological Society of America), and up to \$375 in matching funds for students presenting at a regional conference (e.g. Southern Ontario Undergraduate Student Chemistry Conference; Southwestern Ontario Graduate Mathematics and Statistics Conference).

Support from the Faculty of Science Student Travel Fund will be based on need (determined by availability of other sources of available funding), and should be used in combination with other sources of support from the Faculty of Graduate Studies, faculty research support, etc. The funding will be awarded on a rolling basis, and will be provided to the student following the conference and after original receipts and supporting documentation have been submitted.

To receive the funding, students are required to complete the attached application and obtain approval from their Research Advisor. Please submit an electronic copy of the application to Laura McLean (lmclean@uwindsor.ca) in the Office of the Dean **no later than 30 days after conference travel.**

Eligibility

1. Must be a full-time registered student in the Faculty of Science at the time of the presentation at the conference.
2. Must complete and submit a Faculty of Science Student Travel Fund application no later than 30 days following the conference travel.
3. Must provide proof that the presentation/poster was accepted by the conference organizers for presentation.
4. Must attend the conference and make the presentation.
5. Must also seek other sources of funding including from the Graduate Student Conference Travel Fund or by volunteering at the meeting, etc.
6. Supervisors must provide matching financial support if they hold external grants. **The Faculty of Science will not provide more funds than the supervisor.**
7. Undergraduate students are eligible for a maximum of one (1) reimbursement in 4 years.
8. Master's students are eligible for a maximum of one (1) reimbursement in 2 years.
9. Doctoral students are eligible for a maximum of two (2) reimbursements in 4 years.

Reimbursement

Upon notification from the Dean's Office of their approved application, students will be connected with a departmental representative who will support them through the reimbursement process.

Claimable Expenses

- Transportation: Actual costs incurred (not including mileage). These must not exceed economy airfare
- Accommodation: Room only; meals and beverages are not included
- Registration fees: Separate costs of conference dinners or party events are not covered



Faculty of Science Student Travel Fund Application

To be submitted within 30 days of conference travel

Date: _____

PERSONAL INFORMATION:

Name: _____ Student ID# : _____
First Name Last Name

Department: _____ Degree Level: _____

CONFERENCE INFORMATION:

Type of Conference: _____ Type of Presentation: _____

Name of Conference: _____

Location of Conference: _____

Date of Conference: _____ Date of Presentation: _____

Authors in order of appearance on Paper or Poster: _____

RESOURCES:

Provide Sources of Funding (Applied for or Approved)

Amount

Research Advisor: _____ \$ _____

Research Grant Account Number: _____

University Support: _____ \$ _____

Support from Professional Organization: _____ \$ _____

Other: _____ \$ _____

Total Resources Available: _____ \$ _____

EXPENSES: (estimated cost of attendance)	Amount
Accommodations (not including meals):	\$ _____
Travel (not mileage):	\$ _____
Registration:	\$ _____
Other:	\$ _____
Total Expenses:	\$ _____

TRAVEL FUND REQUEST:	
Total Request Amount:	\$ _____

APPROVALS REQUIRED:			
	Name	Signature	Date
Applicant:			
Research Advisor:			
AAU Head*: <small>*only required if AAU is providing financial commitment</small>			
Faculty of Science:			