

The personal information collected on this form is collected under the legal authority of the *Royal Charter of 1841*, as amended. The personal information collected on this form will be used to confirm your eligibility for this award.



**Queen's University
School of Graduate Studies and Research**

GRADUATE STUDENT CONFERENCE AWARD - APPLICATION FORM

**Effective September 2012 students may apply for more than one travel award each academic year. The maximum award will be \$500 (or the amount spent on expenses if less than \$500). Students will be eligible who are registered full time but are beyond their funding-eligible period (years 1-2 Master's students, years 1-4 for Ph.D. students).

Full-time graduate students are eligible to apply for more than one student conference travel award *each academic year (September 1 – August 31)*. Awards may be used to provide partial support for travel, accommodation, food and registration fees associated with a recognized conference at which the student is presenting an authored or co-authored paper or a poster. You will be notified as soon as possible via email if your application is approved.

PLEASE NOTE:

- **You must apply prior** to the conference.
- **You must be registered full-time** in a graduate degree program at the time of the conference.

You MUST ATTACH:

the acceptance letter, ADDRESSED TO YOU, signed and on letterhead, from the conference secretariat, indicating your *participation as a presenter*.

OR

hard copies of the following:

the acceptance email, and;

the title page, showing the name of the conference, location, dates, etc. from the conference program on the website, and;

the page with your name, the title of the paper or poster, presentation number or time, etc. from the conference program on the website.

Name:	Title:	Last Name:	First Name:
Student #:			
Queen's Email:			
Department:			
Title of paper and Author(s):			
Title of conference:			
Location:			
Date of conference:			

Please have your **supervisor** (or faculty designate) sign confirming that you plan to attend this conference.

Signed:	Date:
Name (please print):	

RETURN TO: Debbie Ritchie Civil Engineering