

**Conference Bursary Application – Word Template**

**\*\*for drafting purposes only\*\***

**Only online submissions will be accepted at** [**https://foodfromthought.ca/conference-bursary-application/**](https://foodfromthought.ca/conference-bursary-application/)

**First Name:**

**Last Name:**

**Applicant Program/Status (MA, M.Sc., M.Sc., PhD, PDF):**

**Applicant’s UG Email:**

**Department:**

**College:**

**Advisor Name:**

**Bursary Eligibility:**

**ם** I am working directly on a *Food from Through*-funded Research Project

**ם** I am an Arrell Scholar

**ם** I am an HQP Scholar

**Name of the Conference (please do not use acronyms):**

**Conference Website (if available):**

**Conference Start Date:**

**Conference End Date:**

**Conference Location:**

**The Conference will be: ם Virtual ם In-Person**

**Total Amount Requested (In Canadian Funds):**

**Keywords (include 5 keywords that describe your research/presentation/poster as it relates to FfT Objectives):**

**Status of abstract(if applicable): Type of Presentation(if applicable):**

**ם** Acceptance confirmed **ם** Oral

**ם** Decision pending **ם** Poster

**ם** No Abstract submitted **ם** Attendance only

**If you have submitted an abstract of your research to the conference for presentation consideration, please insert a copy in the space below. If you are an attendee only, please provide an abstract of your current research.**

**In the space provided below, briefly describe the conference, including its focus and audience, and its relevance to Food from Thought research and objectives.** **Please check the Food from Thought** [**website**](https://foodfromthought.ca/) **for our objectives (200 words).**

**In the space provided please briefly describe your current research and how it relates to FFT objectives (200 words).**

**Please provide a brief description of the objectives you would like to achieve in attending this conference (300 words). If you are attending virtually, please explain how the objectives can be achieved in a virtual setting and, given the circumstances, how you plan to maximize the networking opportunity.**

**Budget Details**

**Virtual Attendance:** The Food from Thought Conference Bursary will consider registration costs up to $1000 associated with virtual attendance and presentation fees (if applicable).

**In-Person Attendance:** The Food from Thought Conference Bursary provides up to $2,500 CDN per student for eligible expenses at domestic (Canadian) conferences, and up to $4,000 CDN for international conferences. The amount awarded is based on the budget submitted, not the maximum amount of the Bursary. The amount awarded is based on the budget submitted and Food from Thought will only reimburse the expenses up to the amount awarded. Food from Thought follows th[e expense](https://www.uoguelph.ca/finance/travel-policy-procedure) eligibility policy of the Tri-Agency as defined in the [Tri-Agency](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp) Financial Administration Guide[.](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp)

\* For more information on eligible expenses or any questions, please contactfft@uoguelph.ca.

**Please provide details for budget justification in the space below including the calculation for conference registrations, costs associated with presenting research, per diem amounts, accommodation calculations, and transportation. Per diem rates for meals can be found on the Financial Services** [**website**](https://www.uoguelph.ca/finance/travel-policy-procedure)**. The details below must equal the Total Amount Requested in the Budget Summary (see below).**

**Budget Summary**

|  |  |
| --- | --- |
| **Expense Description – CAD** | **Expense Amount** |
| **Transportation (e.g., airfare, train, car rental, mileage, taxi, Red Car):** |  |
| **Meals (not included in conference registration)** |  |
| **Conference Registration** |  |
| **Accommodation** |  |
| **Other (please describe):** |  |
| **Total Amount Requested (In Canadian Funds):** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Please indicate mark ‘X’ each meal for which you intend to claim the per diem amount for reimbursement. Please indicate ‘n/a’ for meals included in the conference. Disregard if attending virtually.** | | | | | | | | |
| **Date** |  |  |  |  |  |  |  |  |  |
| **Breakfast** |  |  |  |  |  |  |  |  |  |
| **Lunch** |  |  |  |  |  |  |  |  |  |
| **Dinner** |  |  |  |  |  |  |  |  |  |