



### A. CONTACT INFORMATION

## B. SUPERVISOR INFORMATION

### C. CONFERENCE INFORMATION

#### D. BUDGET

## E. BUDGET JUSTIFICATION

O'Brien Centre for the  BHS  
BACHELOR OF HEALTH SCIENCES PROGRAM

## CONFERENCE FUNDING APPLICATION FORM

**F.** Have you applied for any other conference or travel grant funding support to cover travel expenses outlined in this application?  
YES NO

If YES, please provide the name of the organization, amount applied for, and an expected date of notification regarding funding ask

### G. ADDITIONAL DOCUMENTATION

1. Conference pre-selection confirmation
2. Letter of Support
3. Copy of abstract or poster (draft copy acceptable)
4. Conference background material

**H. SIGNATURES** (please print page, sign and attach to complete submission)

Signature of:	Printed Name	Date
Applicant:		
Supervisor:		

### APPLICATION CHECKLIST

Applications must be assembled in the order listed below for both the original hard copy and the PDF copy.

Completed Application Form (do not include the instructions or the application checklist)

Copy of pre-selection confirmation

Letter of Support

Copy of abstract or poster

Conference background material

# CONFERENCE FUNDING APPLICATION FORM

## APPLICATION FORM INSTRUCTIONS

### SECTION A

Provide your name, UCID number, major, year of study and the e-mail address where you can be reached. We will normally correspond with you by e-mail whenever possible. Please ensure that you have included this information.

### SECTION B

Provide the name of your research supervisor, their contact information and name of institution (if not at the University of Calgary) and their faculty and department.

### SECTION C

Provide the name, title, or designation of the conference as used in the conference literature.

Provide the opening and closing dates of the conference.

Provide the geographic location of the meeting, including the local site, city and country.

Provide the conference website address.

Indicate whether the conference is sponsored by a local, regional, national or international organization.

Indicate the nature of your presentation.

Provide the title of your presentation/poster and list its authors.

### SECTION D

The Conference Funding Grant provides support to a maximum amount of \$1,500.00 and is restricted to airfare, other transportation, registration, and accommodations.

The funding does not cover meals. When submitting expenses, original receipts and airline boarding passes (if applicable) must be supplied. Expenses cannot be reimbursed without original receipts. See "Payment of Award" on the Conference Funding webpage for details on reimbursement.

### SECTION E

Provide rationale for your estimates in your budget.

### SECTION G

Supply documentation from the conference organizers confirming your pre-selection to present at the conference. Letters of invitation "to attend," with the option of contributing left to the applicant's discretion are not evidence of eligibility.

Letter of Support - This letter should be written by the applicant's research supervisor and should speak to how the student's presentation at the conference will benefit the student, the O'Brien Centre and the University of Calgary. This letter should be addressed to the Conference Funding Committee for the BHSc program.

A copy of the abstract/poster submitted to the conference organizers that indicates all authors, if more than one, must be provided.

Conference background information – Provide basic information about the conference itself and their Call for Proposals. We will accept website printouts for this information.