



## Conference Bursary Application

### Application Instructions:

- The Food from Thought Conference Bursary Program provides graduate students with the opportunity to participate in virtual or in-person conferences relevant to their chosen field of study. Awardees are eligible to receive expense reimbursement for the associated costs of registration and travel costs (if applicable).
- Travel bursaries will be considered in accordance with the current University policy and travel restrictions determined by Global Affairs Canada. For up-to-date information on current restrictions, please refer to [Global Affairs - Travel Advisories](#) and any travel policy communicated by the University of Guelph.
- Applications for the Food from Thought conference bursaries will be accepted quarterly in March, June, September and December. Deadlines will be announced via Research Alerts.
- Forward completed and signed applications to: [fft@uoguelph.ca](mailto:fft@uoguelph.ca)
- Expenditures included in the budget must be eligible in accordance with the Tri-agency Institutional Programs Secretariat CFREF guidelines found here: [CFREF Administration Guide](#), and the Government of Canada Research Support Funds guidelines found here: [Research support guidelines](#).

### Eligibility:

- To be eligible for this bursary, you must be either a graduate student or post-doctoral fellow working directly on a Food from Thought-funded research project, an HQP scholar, or an Arrell Scholar.
- Priority will be given to students and post-doctoral fellows giving oral or poster presentations (virtual or in-person).
- Applicants may hold only one Conference Bursary per fiscal year (April 1 – March 31) based on the date of the conference.
- Applicants may be registered full-time or part-time at the University of Guelph.
- Applications will not be accepted for conferences that take place prior to the deadline (i.e., no retroactive funding).
- Successful applicants will be required to participate in a post-conference survey which will help guide the evaluation and direction of the program.

**Applicant Name:**

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

**Applicant's UG Email:**

**Department:**

**College:**

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

**Date and Location(if applicable) of the Conference:**

**Select:**       **Virtual**       **In-Person**

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

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

Acceptance confirmed

Decision pending

No Abstract submitted

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

Oral

Poster

Attendance only

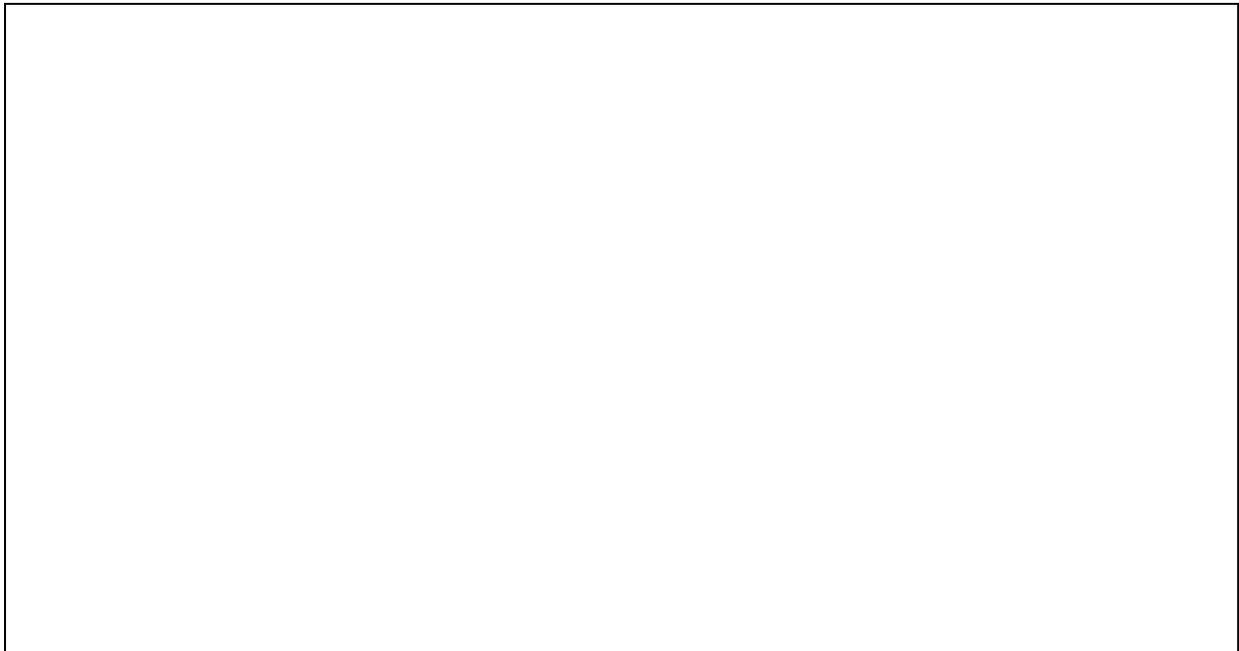
**If you have submitted an abstract of your research to the conference for presentation consideration, please insert a copy in the space below. If you are an attendee only, please provide an abstract of your current research.**

A large, empty rectangular box with a thin black border, intended for the user to paste or type their abstract into. It occupies the lower half of the page.

**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](#) 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.**

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above. The box is currently blank.

## 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 the expense eligibility policy of the Tri-Agency as defined in the [Tri-Agency Financial Administration Guide](#).

For more information on eligible expenses or any questions, please contact [fft@uoguelph.ca](mailto:fft@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](#). The details below must equal the Total Amount Requested in the Budget Summary (pg. 6).

**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):	
<b>Total Amount Requested (In Canadian Funds):</b>	

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.									
<b>Date</b>									
<b>Breakfast</b>									
<b>Lunch</b>									
<b>Dinner</b>									

**Applicant Signature**

Applicant's Signature:

Date:

**Advisor Acknowledgement:**

By signing this Application, the Advisor listed below is acknowledging that the Applicant is eligible to apply for and hold Conference Bursary funding in accordance with the Food from Thought (FfT) eligibility criteria. Further, the Advisor agrees to notify FfT upon becoming aware of any change in the Applicant's status that would affect their eligibility to hold FfT Conference Bursary funds.

Advisor Signature:

Advisor Name:

Date:

**Complete this blue section only if your travel destination is outside Canada.**

Funding applications for travel to destinations for which the Department of Global Affairs Canada has a Travel Warning will not normally be considered. Check their website for an up-to-date listing.

Check section A or B below. If completing B, all 3 lines must be checked, and all signatures obtained.

Section A

I have checked the Global Affairs Canada website and certify that there are no Travel warnings for my destination country and/or region as of this date.

Section B

There is a Travel Warning for my destination and there are extenuating circumstances which affects my travel.

I have obtained the approval of my advisor and the Dean of my college to travel to a destination for which Global Affairs has issued a Travel Warning.

I have also contacted [Lynne Mitchell](#) in the Centre for International Programs and after meeting with her, have signed the appropriate High Risk Waiver, which will remain on file in the Centre for International Programs.

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

College Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Centre for International Programs: \_\_\_\_\_

Date: \_\_\_\_\_

Protection of Privacy: We are committed to protecting your privacy. The information collected is used to administer reimbursements only. Personal information is collected under the authority of the University of Guelph Act and pursuant to the *Freedom of Information and Protection of Privacy Act (FIPPA)*. If you have questions about the use and disclosure of your personal information, email the Food from Thought Office [fft@uoguelph.ca](mailto:fft@uoguelph.ca). You can also find more information about access to information and protection of privacy at the University of Guelph from the [University Secretariat](#).