

Conference Bursary Application

Application Instructions:

- Applications for FfT travel bursaries will be accepted every quarter – deadlines are: December 15th, March 15th, June 15th and September 15th
- Forward completed and signed applications to: fft@uoguelph.ca
- Expenditures included in the budget must be eligible in accordance with the Tri-agency Institutional Programs Secretariat CFREF guidelines found here: (http://www.cfrefapogee.gc.ca/program-programme/admin_guide-guide_administration-eng.aspx), and the Government of Canada Research Support Funds guidelines found here: (<http://www.rsf-fsr.gc.ca/administer-administrer/expeditures-depenses-eng.aspx>).

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, a Food from Thought Graduate Research Assistant, or an Arrell Scholar.
- Priority will be given to students and post-doctoral fellows giving oral presentations at conferences, although poster presentations are also eligible.
- 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.
- Applications will not be accepted for conferences that take place prior to the deadline (e.g. no retroactive funding).

Note: Upon their return from the conference, applicants will be asked to participate in a brief on-line survey.

Applicant Name:

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

Applicant's UG Email:

Department:

College:

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

Date of the Conference:

Location of the Conference (city, province/state, country):

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

Status of abstract:

Acceptance confirmed
 Decision pending


Type of Presentation:

Oral
 Poster

*****Please attach a copy of the abstract you submitted to the conference.**

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 (300 words).

In addition, please provide a brief description of the objectives you would like to achieve in attending this conference, aside from presenting your research (300 words).

A large, empty rectangular box with a thin black border, intended for the user to write their objectives for attending the conference. The box is currently blank.

In the space provided please briefly describe the project you are planning to present and how your project relates to FFT objectives (300 words). *(Please do not attach a copy of your abstract here).*



The Food from Thought Conference Travel 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. Food from Thought follows the [University of Guelph travel expense eligibility policy](#) and those of the Tri agency as defined in the [Tri agency financial administration guide](#).

Please identify which meals are included /paid for as part of your Conference Registration:

Date	Please mark any meals that are included as part of your conference registration with an "X"		
	Breakfast	Lunch	Dinner

For more information on eligible expenses or any questions, please contact fft@uoguelph.ca

Fill in the table below with cost estimates (or actual expenditures already incurred) for eligible expenses only. Please do not include any meals that are provided as part of the conference program. Please provide expense amounts in Canadian funds only. Per diem rates for meals can be found on the Financial Services [website](#).

Expense Description		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 provide details for Budget Justification including the calculation for per diem amounts, accommodations, and transportation (200 words):

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 Name: _____

Advisor's UG Email: _____

Advisor Signature: _____

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. You can also find more information about access to information and protection of privacy at the University of Guelph from the [University Secretariat](#).