

Conference Bursary Application

Application Instructions:

- Applications for the Food from Thought 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/expenditures-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).

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 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

In the space below, please insert 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 (200 words).

In the space provided please briefly describe the project you are planning to present and how your project relates to FFT objectives (200 words).

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

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. The amount awarded is based on the budget submitted, not the maximum amount of the Bursary. In addition, Food from Thought will only reimburse the amount awarded according to the budget provided. 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](#).

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

Budget Details

	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.								
Date									
Breakfast									
Lunch									
Dinner									

Please provide details for budget justification in the space below including the calculation for 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. 7).

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):	

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](#).