**Conference Funding for Acadia Graduate Students**

The Division of Research, Innovation, & Graduate Studies (RIGS) has established a limited fund to help support graduate students presenting at a conference or professional workshop (oral or poster), based on the guidelines outlined below:

* Applications **MUST** be submitted at least **1 month prior** to the event;
* Requests made after a conference has taken place will not be considered;
* A graduate student can only receive funding once during their graduate program;
* The maximum award per applicant is **$500**; and
* Availability of funding is limited and all awards are based on demonstrated need.

Graduate student applicants are expected to have some support from their supervisor.

Please respond to all relevant components of the form.

**Application to the Graduate Student Conference Support Fund**

**Graduate Student Name:** Click or tap here to enter text.

**Program:** Click or tap here to enter text.

**Year of Study:** Click or tap here to enter text.

**Supervisor Name:** Click or tap here to enter text.

Author(s), title of paper to be presented: Click or tap here to enter text.

Conference name, location, and dates: Click or tap here to enter text.

Please attach a copy of the communication indicating the paper has been accepted for presentation.

Briefly explain the relevance and benefits of this conference attendance to your thesis research. Please also explain why RIGS conference funding assistance is needed (i.e. not otherwise available).

Click or tap here to enter text.

**Budget Information**

**Please attach a copy of original receipts/invoices for items already purchased**

**Registration Fee:** NO  YES

Cost (Canadian dollars) **$** Click or tap here to enter text.

**Travel Costs** (specify): **$** Click or tap here to enter text.

If travelling by air, please include flight information (economy airfare only). Acadia’s travel policy can be found at: <https://financial-services.acadiau.ca/travel-policy.html> )

**Accommodation Costs** (specify): **$** Click or tap here to enter text.

**Total Expenses (expected) $** Click or tap here to enter text.

Less funding from Supervisor, Head/Director, Faculty Dean, other **$** Click or tap here to enter text.

**Total Requested from RIGS (max $500): $** Click or tap here to enter text.

Student Signature: Click or tap here to enter text. Date: Click or tap here to enter text.

Supervisor Signature: Click or tap here to enter text. Date: Click or tap here to enter text.

Send the signed e-copy to:

**Theresa Starratt, Graduate Studies Officer**

Research, Innovation, & Graduate Studies

[Theresa.Starratt@acadiau.ca](mailto:Theresa.Starratt@acadiau.ca)

Successful applicants will receive reimbursement following the conference. Details will be included in the award letter. Please save all original invoices, boarding passes, etc.