

Faculty of Environmental and Urban Change

Conference Travel Fund Application

Name of Applicant: _____

Application Deadline: May 26, 2023 (This is the first call for applications covering conferences in the current budget year, May 1st, 2023 – April 30th, 2024).

Title of Presentation (tentative): _____

Location & Date of Conference/Activity: _____

1) Please describe your intended role in the conference, and the event's significance in sharing your research

2) **Budget:** (Include travel, registration, accommodation, per diem etc. as applicable)

Item	Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____

3) Other Sources of Funding (Including personal/internal contributions (generic/PER), grants, etc.)

Source	Contribution
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Amount Requested (Project cost minus contribution) \$ _____

FUNDING AMOUNT: Depending on the number of applicants, the travel funds are unlikely to exceed \$2000 for each person – and possibly significantly less if demand is high - so we recommend that you budget and justify your expenses accordingly.

4) Please explain if why this conference travel cannot be support from external

grant sources (e.g., no external grant funding available; or the specific research is not covered by grants that you hold. NOTE: an absence of external funding is not a prerequisite to make a claim from the Conference Travel Fund – but the adjudicating committee will prioritize applications where external funds cannot be used).