



## FACULTY OF HEALTH AND SOCIAL DEVELOPMENT (FHSD) GRADUATE STUDENT/POST-DOCTORAL FELLOW CONFERENCE APPLICATION

**Value of each award: up to a maximum of \$2,000**

**Purpose:** The FHSD Conference Award is intended to support scholarly and professional activities. Applications will be considered for in-person and virtual conference attendance for graduate students in Master's (thesis-based or course-based) or Doctoral programs, and Postdoctoral Fellows (PDFs) whose primary supervisor is a FHSD faculty member. In order to be eligible, students/PDFs must present scholarly work (e.g., a presentation, poster, workshop) based on research or scholarly/project work conducted while a student/PDF at UBCO.

**Award Information:** Applications for this award are accepted in the following four periods: April 1-June 30, July 1-September 30, October 1-December 31, January 1-March 31. Up to \$15,000 is available per period, and any balance is carried over to the next period. If more than \$15,000 is requested in a given period, the FHSD Associate Dean of Research, in consultation with the FHSD Research and Graduate Training Committee, will review and rank applications and award a maximum of \$15,000. To ensure timely reimbursement, applicants are encouraged to apply during the period *before* the conference will occur. Successful students will be notified by email and given instructions for how to submit receipts for reimbursement.

### Eligibility:

- At the time of abstract submission, applicants must be one of the following:
  - In good standing and registered full-time in a research-based FHSD graduate program, AND within the expected program completion time (i.e., 36 months for Masters students, 60 months for PhD students); OR
  - In good standing and registered full-time in a research-based IGS graduate program, with a primary supervisor who has a primary faculty appointment in FHSD, AND within the expected program completion time (i.e., 36 months for Masters students, 60 months for PhD students); OR
  - Currently employed as a Research Postdoctoral Fellow (PDF) in FHSD at the **time of application**
- The research/scholarly work for this presentation must have been completed while a student/PDF at UBCO, and must be based on the current program of research
- The applicant must be one of the primary authors, and the presenter at the conference

NOTE: applicants may receive this award once as a Masters student, and up to twice as a PhD student or PDF. PhD students/PDFs may receive this award once in a given fiscal year (April 1-March 31). If two or more students/PDFs co-author/co-lead the paper or presentation, only one is eligible for this award.

**Award Criteria:**

- The application form information must be confirmed by the applicant's supervisor and the applicant's graduate program coordinator (Masters and PhD students only) prior to submission
- If the amount requested within a given period exceeds the available funds, applicants will be ranked based on:
  1. Number of previous FHSD Conference awards (i.e., preference will be given to those who have not received an award during their current degrees)
  2. The PI's rationale for how the conference will further (1) the trainee's program of research and career development, and (2) the research interests/reputation of the lab, school, and faculty

**How to Apply:**

- Carefully review the award eligibility and criteria
- Complete the award application form, including supervisor/graduate program signatures
- Attach the letter of acceptance/invitation that describes the nature of participation in the conference
- Attach a copy of the abstract as submitted to the conference organizers
- Submit as a single PDF to [fhds.graduateprogram@ubc.ca](mailto:fhds.graduateprogram@ubc.ca) by the end of the period (see table):

Opening Date for Applications	Closing Date for Applications	Approximate confirmation date	Expected date of reimbursement
April 1	June 30	July 15	ASAP after receipts are submitted by trainee to FHSD Research Finance Team
July 1	September 30	October 15	ASAP after receipts are submitted by trainee to FHSD Research Finance Team
October 1	December 31	January 15	ASAP after receipts are submitted by trainee to FHSD Research Finance Team
January 1	March 31	April 15	ASAP after receipts are submitted by trainee to FHSD Research Finance Team



## FHSD CONFERENCE AWARD APPLICATION FORM

### Conference Information:

Conference Title/Organization Name	
Conference dates	
Conference location (city, country OR if online, provide URL)	
Role of Applicant at Conference (paper presenter, poster presenter, invited lecturer/speaker)	

How will attendance at this conference support your program of research and career development? (250 words)



How will your attendance at this conference further the research interests of the lab, school, faculty? (250 words)



**Budget:**

Item	Estimated Cost
Travel	
Accommodations	
Meals	
Conference Registration fees	
Other (please specify)	
TOTAL:	

I confirm the following to be true:

- 1) The applicant has received the FHSD Conference Award previously:

YES

NO

Applicant Signature	Supervisor signature

- 2) The applicant was enrolled full-time in a research-based graduate program offered by FHSD or IGS and has a primary supervisor in FHSD when the abstract was submitted; or is a current PDF with a primary supervisor in FHSD

Applicant Signature	Supervisor signature

- 3) The applicant is, at the time of this application, in good standing (i.e., meets the College of Graduate Studies criteria for GPA, and Satisfactory Progress), and within the expected program completion time for their degree (Masters and PhD students only)

Applicant Signature	Supervisor signature



- 4) The research presented at this conference is based on the applicant's current program of research

Applicant Signature	Supervisor signature

- 5) The proposed budget is reasonable

Applicant Signature	Supervisor signature

For graduate students only (Masters and PhD): please submit to [fhsd.graduateprogram@ubc.ca](mailto:fhsd.graduateprogram@ubc.ca) for review of the above information:

Grad Program Coordinator Signature