



# Conference Sponsorship Program

## FACULTY Application Form

### Funding Request for Faculty Conference

(Applications will not be accepted for Conferences/Competitions that take place prior to the application deadline)

|                    |                           |
|--------------------|---------------------------|
| _____<br>Surname   | _____<br>First/Given Name |
| _____<br>Faculty   | _____<br>Department       |
| _____<br>Room #    | _____<br>Building         |
| _____<br>Phone     | _____<br>Email            |
| _____<br>Signature | _____<br>Date             |

**Checklist: (as per "Call for Applications" Guidelines)**

**1) Signatures** from Applicant, Department Head, Dean/Director, **and** Supervisor

**2) A Budget** [one page max] outlining income amounts, sources and anticipated expenses

**3) Financial Support** from Department Head and Dean/Director (with a combined total equal to Amount Requested \$)

#### Conference being hosted by Faculty of the University of Manitoba at:

Fort Garry Campus     Bannatyne Campus     Off Campus/Other: \_\_\_\_\_

#### Amount Requested

#### Title of Conference

\_\_\_\_\_ to \_\_\_\_\_

#### Conference Dates

Please provide confirmed/expected attendance at each level of exposure

Please note a post conference update will be required to confirm attendance as well as expenditures.

| Exposure      | Number |
|---------------|--------|
| International |        |
| National      |        |
| Provincial    |        |
| U of M        |        |

#### MUST BE COMPLETED as per "Call for Applications" Guidelines

|                                |       |                      |       |
|--------------------------------|-------|----------------------|-------|
| Department Head:<br>Print Name | _____ | Financial Support \$ | _____ |
| Signature:                     | _____ | Date:                | _____ |

#### MUST BE COMPLETED as per "Call for Applications" Guidelines

|                              |       |                      |       |
|------------------------------|-------|----------------------|-------|
| Dean/Director:<br>Print Name | _____ | Financial Support \$ | _____ |
| Signature:                   | _____ | Date:                | _____ |

#### Forward completed application to:

Office of the Vice-President (Research and International)  
202 Administration Building  
Phone: 204-474-6915  
Email: [conferencesponsorship@umanitoba.ca](mailto:conferencesponsorship@umanitoba.ca)

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