



UNIVERSITY
OF MANITOBA

Conference Sponsorship Program

FACULTY Application Form

Deadline Monday, October 17, 2016 - 4:00pm

Funding Request for Faculty Conference

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

Surname First/Given Name

Faculty Department

Room # Building

Phone Email

Signature Date

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

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

2) **A Budget** outlining income amounts, sources and anticipated expenses

3) **Written Support** describing merits of the proposal from Department Head and Supervisor

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

Written evidence to support request to apply "outside of normal time windows".

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: _____ Financial Support \$ _____
Print Name

Signature: _____ Date: _____

MUST BE COMPLETED as per "Call for Applications" Guidelines

Dean/Director: _____ Financial Support \$ _____
Print Name

Signature: _____ Date: _____

Forward completed application to:

Judith Mate
Office of the Vice-President (Research and International)
207 Administration Building
Phone: 204-474-7952
Email: Judith.Mate@umanitoba.ca

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