



UNIVERSITY  
OF MANITOBA

# Conference Sponsorship Program

FACULTY Application Form

**Deadline Wednesday, June 15, 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: Print Name	_____	Financial Support \$	_____
Signature:	_____	Date:	_____

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

Dean/Director: Print Name	_____	Financial Support \$	_____
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](mailto:Judith.Mate@umanitoba.ca)

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