



## Joint Fund for Support of Graduate Student Research and Scholarship

*Research Western, the Society of Graduate Students, and the School of Graduate Studies and Postdoctoral Studies  
Western University Canada*

Graduate students present their research in numerous venues on and off campus. There are also on-campus events (conferences, lectures) that bring external speakers who present their research and scholarship to audiences that include Western grad students. Research Western, The Society of Graduate Students (SOGS), and the School of Graduate Studies and Postdoctoral Studies (SGPS) have formed a partnership, annually contributing to a jointly-administered fund, designed to aid these events. Priority will be given to on campus events.

### **IMPORTANT INFORMATION AND REGULATIONS:**

1. Research Western, the Society of Graduate Students, and the School of Graduate Studies and Postdoctoral Studies will jointly administer a fund (\$12,000) to support the presentation of materials that will benefit the graduate student population at Western University.
2. Applications will be adjudicated by a joint committee, made up of one representative each from SOGS, SGPS, and Research Western.
  - a. Vice President Academic, SOGS
  - b. Associate Vice President (Research)
  - c. Associate Dean, SGPS
3. Departments, graduate programs, graduate students, faculty – any member of the University Community that will be engaged in aiding in the support of graduate student research and scholarship – are eligible to apply.
4. Applications must be complete or they will not be considered.
5. All applications must include a budget that outlines all other sources of revenue and estimated expenses.
6. Priority will be given to other applications that will benefit the largest number of graduate students. However special consideration will be given to projects of extraordinary merit.
7. Recipients are required to provide receipts and return unused funds within one month of the completion date stated in the application.
8. Funds may not be used for departmental operating expenses.
9. All individuals and organizations receiving funds must acknowledge that they received funding from Research Western, SOGS, and SGPS in any publications, broadcasts or advertisements of the supported event.
10. It is your responsibility to ensure that this application form is accurate and complete and contains the required signatures. An incomplete application will not be reviewed by the committee.
11. This application form must be submitted *at least* one month prior to the event or activity.

## APPLICANT PROFILE:

Name:

Student Number:

Email:

Telephone:

Hosting Department:

Faculty:

Building and Room number:

Supervisor's Name:

Website Address for Conference:

## SUMMARY:

Conference Title:

Amount Requested: \$ \_\_\_\_\_

(round to nearest dollar)

## SIGNATURES AND COMMENTS:

### APPLICANT'S SIGNATURE

The information I have provided is, to the best of my knowledge, complete and accurate.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

### DEAN OR ASSOCIATE DEAN APPROVAL

I support this request and agree that the proposed conference will be of significant benefit to graduate students of this faculty. Should the application be funded, I agree to hold the award in a Dean's research account.

\_\_\_\_\_

Signature of Dean or Associate Dean

\_\_\_\_\_

Date

\_\_\_\_\_  
Please clearly PRINT Name of Dean or Associate Dean

**Conference Information**

Name of Conference:	
Dates of Conference (From – To):	
Sponsoring Organization:	
Location of Conference (City and Country):	
Conference Topics/Session Titles of Interest:	
Estimated Number of Graduate Students Who Will be Involved in this Event:	

**Conference Description**

Brief description of event for which funding is requested, highlighting the benefit to graduate students:

**PLEASE ATTACH THE FOLLOWING ADDITIONAL MATERIALS:**

*Maximum four pages total*

- A. Letter Of Intent (Description of Event, Conference, Speaker Series, etc...)
- B. Detailed Budget For Event, Activity
- C. List of Other Sources of Revenue (Program, Faculty, External Sources, etc...)
- D. Proposed Conference Schedule

**Return the full completed application, including all signatures and additional materials, as a single MS-Word .DOC or Adobe .PDF document to the Society of Graduate Students via e-mail:**

**[sogs@uwo.ca](mailto:sogs@uwo.ca)**