

## Student Presentation Grant – Application Form

**\*The application must be submitted and approved BEFORE the event takes place\***

### Student Information

I confirm I have not previously received a student presentation grant while a student at UFV

Student Name	Student Email
Student Number / UFV ID	Program of Study
Instructor / Faculty Supervisor	Department/School
Student co-presenter (if applicable)	

### Project Information

Project Title  
Project Summary/Abstract (1 paragraph)

### Conference Information

Conference Name/Organization  
Conference Dates

Presentation Type	Poster	Conference Location	Individual Session
	Session with Co-Researcher/Faculty Supervisor	Panel/Group	Other

### Expenses Anticipated

Mileage (for local travel in BC only) at .59 per km  
Supplies (poster, printing, etc.)  
Travel to conference (airfare, bus, taxi)  
Accommodation (hotel, camp fee)  
Meals (not included in the conference fee)  
Conference Registration fee  
Other: Membership, etc.

### Total Cost of Presenting

### Other Sources of Funding Considered

Faculty Supervisor's Research Grant  
Department/School Support  
Centre for Experiential and Career Education

### Documents Required – Please include:

Conference Details (e.g., website with the event program and other conference information)  
Copy of invitation to present or submission approval from the conference organizer  
Letter of support from instructor / faculty supervisor and details of any grant funds available  
Statement of support from the Department Head / Director and details of any funds available

### Post-activity

Submit an expense claim with receipts and attach a brief (200 word) report describing the highlights of the event and how participating in the activity added to your education experience at UFV. A photo or two is appreciated if you are okay with us sharing them.  
Copy of the presentation, research paper, poster, including any significant finds or outcomes from the project.

**Submit the completed application form and supporting documents to [rgs@ufv.ca](mailto:rgs@ufv.ca)**