

## CONFERENCE GRANT (UNDERGRADUATE, MASTER'S, PH.D.)

### OBJECTIVE

The Canadian Union of Public Employees, Local 2626 (CUPE 2626) recognizes the importance of sharing the work of its CUPE 2626 members with the broader scientific community.

### ADMISSIBILITY

To be eligible, applicants must be registered at the University of Ottawa at the time of the conference and must have been a member of the bargaining unit within twelve (12) months prior to applying to the fund.

Applicants must present a paper or equivalent based on research related to the work performed during a Teaching or Research Assistant position. Presentation of research that is part of the applicant's thesis, memoire or of a research paper that is not the result of their work as a CUPE employee is therefore EXCLUDED from this Conference Fund.

An application for a Conference Fund will be denied if the applicant has already received a travel grant from the University of Ottawa, or if the applicant plans to submit an application for a travel grant for the same conference.

If there is more than one author of the same research, the funds will be awarded ONLY to the presenting author.

### PROCEDURE

#### Step 1:

Applications MUST BE submitted at least two (2) weeks before the starting date of the conference. Application will be automatically denied if the applicant do not submit their request in time.

NO grants are awarded after the fact.

1. Applicants must submit the "Application Form" completed and signed and the following supporting documents to the CUPE 2626 office: Room 303 of the University Center (85 University Private, Ottawa, Ontario, K1N6N5), or by email:

- a. Abstract of the paper or equivalent;
- b. Written proof that the paper or equivalent has been accepted for the conference;
- c. Recommendation of Academic Unit and/or Supervisor;
- d. Proof of CUPE 2626 membership within the twelve (12) months prior to applying to the fund.

2. CUPE 2626 will then issue a communication of acceptance or refusal to the applicant.

#### Step 2:

3. Upon returning from the conference, complete the "Conference Reimbursement Form" and submit it accompanied by the original receipts and proof of participation to the CUPE 2626 office. This request must be submitted no later than four (4) months after the end of the conference.

4. The University will then issue a payment to the applicant.

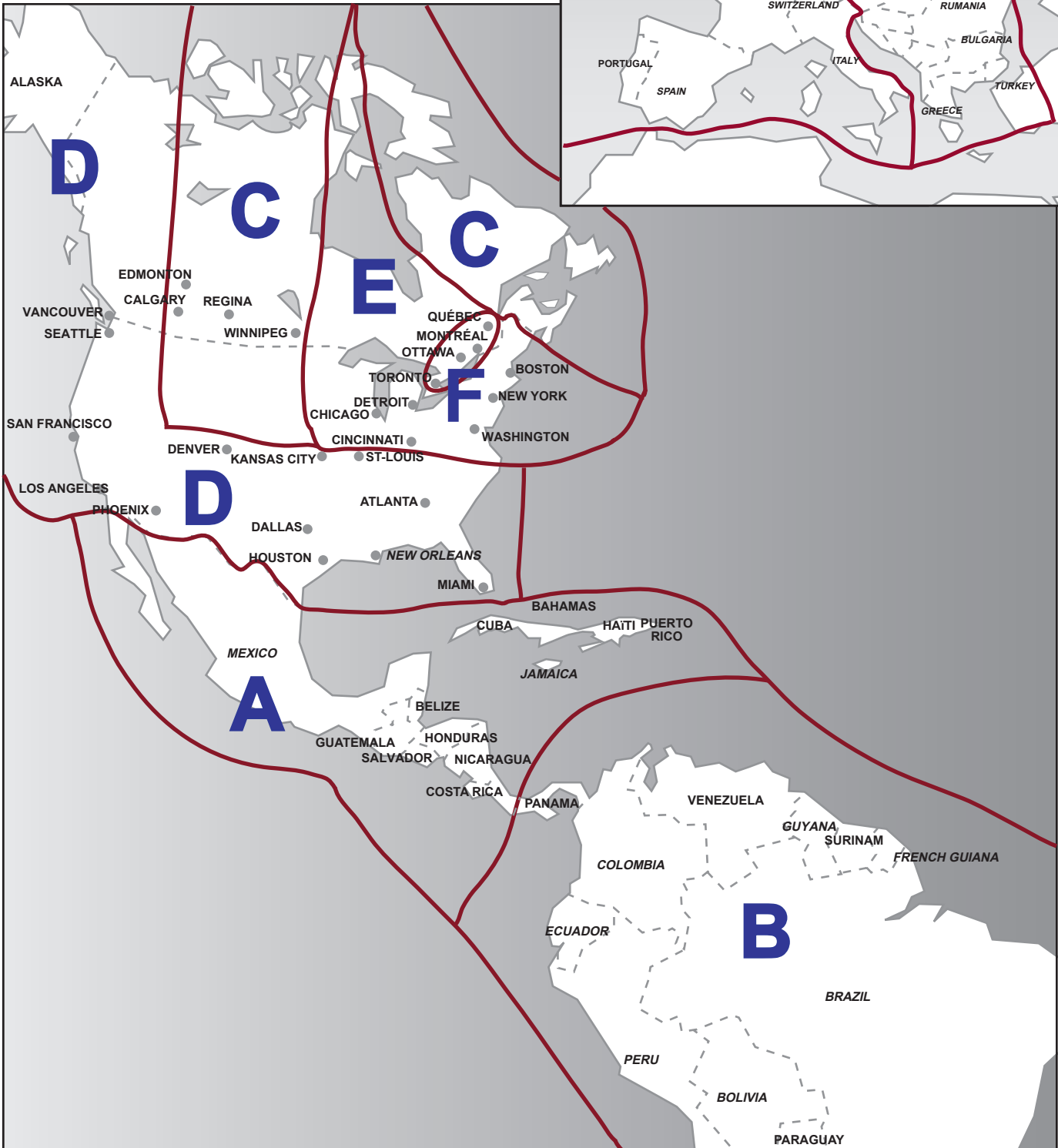
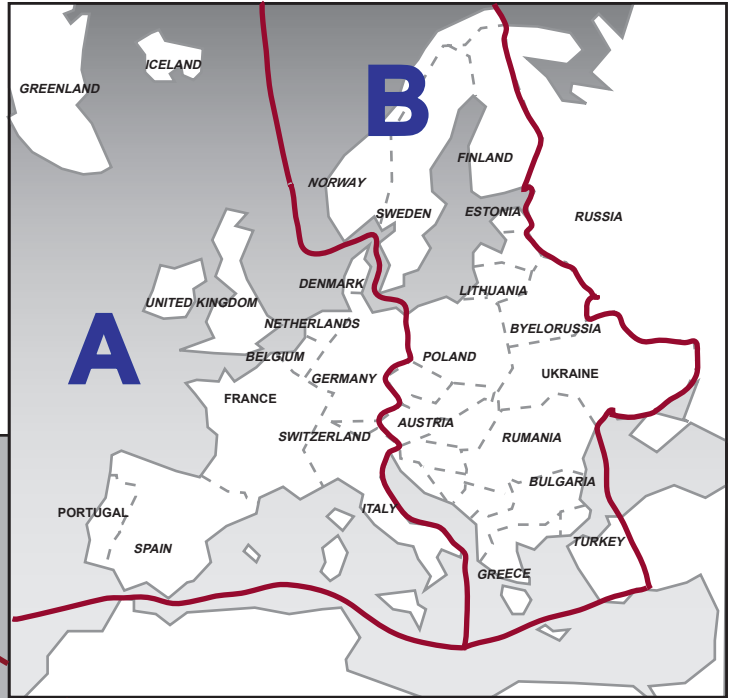
\* The amount awarded is the lowest between a) the actual cost of total expenses or b) the amount appearing on the CUPE 2626 geographical map.

### VALUE OF THE GRANT

The Conference Fund can be used to pay the cost of travel (train, plane, bus or other) at the most economical rate possible and other travel expenses. The maximum amount awarded varies according to the conference location. (See CUPE 2626 geographical map.)

**TRAVEL GRANT**

ZONES	MAX. \$
A .....	650
B .....	750
C .....	425
D (including Hawai) .....	550
E .....	300
F Québec-Windsor Corridor (including Sudbury)...	250
G Others .....	800





**APPLICATION FOR A CONFERENCE GRANT**  
 (UNDERGRADUATE, MASTER'S, PH.D.)

**NOTE :** THE UNMARKED GENUS IS EMPLOYED TO DESIGNATE WOMEN AS WELL AS MEN.

SURNAME		GIVEN NAMES		STUDENT NO.	EMPLOYEE NO.
ACADEMIC UNIT			TELEPHONE NO.	OFFICE	LABORATORY
PERSONAL MAILING ADDRESS			E-MAIL		
PROGRAM OF STUDIES <input type="checkbox"/> UNDERGRADUATE <input type="checkbox"/> MASTER'S WITHOUT THESIS <input type="checkbox"/> MASTER'S WITH THESIS <input type="checkbox"/> PH.D.					
THESIS TOPIC					

NAME OF CONFERENCE

GEOGRAPHICAL ZONE  A (\$650)     B (\$750)     C (\$425)     D (\$550)     E (\$300)     F (\$250)     G OTHERS (\$800)

LOCATION OF THE CONFERENCE    CITY    COUNTRY

DATE OF THE CONFERENCE    DU - FROM    AU - TO    CONFERENCE'S WEB SITE

	YEAR	MO.	DAY	YEAR	MO.	DAY
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IS THE PRESENTATION RELATED TO THE WORK PERFORMED DURING A TEACHING OR RESEARCH ASSISTANT POSITION?     YES     NO

IS THE PRESENTATION A PART OF YOUR CURRENT THESIS?     YES     NO

TITLE OF YOUR PRESENTATION (PLEASE ATTACH AN ABSTRACT OF YOUR PRESENTATION)     POSTER     VERBAL PRESENTATION

AUTHOR(S) AS LISTED ON THE PROGRAM

HAS THE PRESENTATION BEEN ACCEPTED?     YES     NO

IF YES, PLEASE ATTACH THE WRITTEN CONFIRMATION

IF NO, INDICATE THE DATE ON WHICH YOU EXPECT TO RECEIVE AN ANSWER AND FORWARD THE WRITTEN CONFIRMATION AS SOON AS YOU RECEIVE IT.

TRAVEL BUDGET

TRAVEL FARE     AIR     TRAIN     BUS     OTHER

REGISTRATION

OTHER (SPECIFY) :

	\$
	\$
	\$

HAVE YOU REQUESTED FINANCIAL ASSISTANCE FROM ANOTHER AGENCY FOR THIS SAME CONFERENCE?     NO     YES    IF YES, SPECIFY

NUMBER OF TRAVEL GRANTS OBTAINED FROM THE CUPE 2626?    DATES AND AMOUNTS

	YEAR	MO.	DAY			YEAR	MO.	DAY
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**PLEASE SUBMIT THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION:**

THIS FORM, DULY COMPLETED AND SIGNED     RECOMMENDATION OF ACADEMIC UNIT AND/OR SUPERVISOR

WRITTEN CONFIRMATION THAT YOU WILL BE PRESENTING AT THE CONFERENCE     PROOF OF MEMBERSHIP WITHIN THE PAST 12 MONTHS     ABSTRACT OF YOUR PRESENTATION

**I ACKNOWLEDGE HAVING READ AND UNDERSTOOD THE INFORMATION ON THE SECOND PAGE OF THIS APPLICATION.**

I acknowledge having read the conditions governing the offer of financial assistance and understand that the information contained in the request may be discussed or shared with other services for the purpose of verifying my eligibility.

Your personal information is collected under the authority of the University of Ottawa Act. It is collected for the purposes of recruitment, admission, registration, progression, graduation, administration, and other activities related to the University's programs and services. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to <http://web5.uottawa.ca/admingov/privacy.html> or contact the University's Freedom of Information and Protection of Privacy Coordinator at [secruniv@uOttawa.ca](mailto:secruniv@uOttawa.ca) or at 613-562-5950.

**RECOMMENDATION (ACADEMIC UNIT)**

IS THE CONFERENCE PRESENTATION A PART OF THE CANDIDATE'S CURRENT THESIS?

YES  NO

**RECOMMENDATION**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE (SUPERVISOR OR DIRECTOR OF THE ACADEMIC UNIT)

FOR USE OF THE UNIVERSITY