APPLICATION FOR GRADUATE CAUCUS CONFERENCE/RESEARCH FUNDING

Name: __________________________________________________________
Email: _______________________________________________________
Student No. ____________________________________________________
Degree Type: MA ☐ PhD ☐

Conference/Workshop Information
Name of Conference: _____________________________________________
Venue: _________________________________________________________
Date: _______________________
Title of Paper (if presenting): ______________________________________
Conference costs: Please provide a breakdown of the costs to be incurred.

If you are applying for research-related funding, please provide a brief explanation of intent:

Have you sought any other source(s) of funding? No ☐ Yes ☐
If yes, please state what these are: ______________________________________

Are you in receipt of any other funding for this conference/research? No ☐ Yes ☐

Have you in the past been awarded caucus conference, workshop
or research funding? No ☐ Yes ☐
If yes, please state when this was (semester(s)) and year(s)__________________________

Applicant:________________________________________________________
Signature ___________________________ Date _______________________

For GSWS Graduate Caucus Committee Use only:
Approved ☐ Denied ☐
Comments: _______________________________________________________
Authorizing Signature: _____________________________________________ Date: ____________________
Guidelines for Funding

Consideration for approval will be made based on the following criteria:

1. Whether or not the applicant will be presenting at the conference/workshop, or whether it’s research-related;

2. Whether or not the applicant has received other sources of funding for said conference/workshop/research;

3. Whether or not the applicant has received graduate caucus funding in the past year. Applicants are ineligible if in receipt of caucus funding the previous two semesters. Such applications will **only** be considered for the summer semester **and only** if there are no other applications. If this is the case, members will be notified prior to the meeting that there are no submissions for consideration;

4. Whether or not the applicant will need to incur other costs such as air fare and accommodation.

5. Applications must be received by the committee by the end of the semester preceding the semester in which the conference will occur. Applications recommended for an award will be approved at the first caucus meeting of each semester, for the upcoming semester.  
   a. Only applications received by those graduate students who attend the **first graduate caucus meeting of the semester** will be considered for an award. If you are located in the Lower Mainland, your presence is expected at the meeting considering your application. If you are unable to attend this meeting due to extreme extenuating circumstances, or you are located outside of the Lower Mainland, you must contact a member of the funding committee well in advance of the meeting with an explanation.

The caucus will only be able to award a maximum of three (3) recipients per semester in any given semester. Should there however be less than 3 applications in any given semester; the total amount will be equally divided between the applicants. And if there is only 1 applicant, then that applicant will receive the total amount of caucus funding available for that semester. Applications for funding must meet the deadlines as stipulated below:

**Funding applications for the:**
- **Spring Semester** must be submitted no later than December 31st
- **Summer Semester** must be submitted no later than April 30th
- **Fall Semester** must be submitted no later than August 31st

Completed applications should be emailed to the funding committee: 
Rob Bittner at r.bittner@rocketmail.com, Joy Walcott-Francis at jmw19@sfu.ca, or Kat Davidson at tkd4@sfu.ca. Alternatively they can be placed in one of our mailboxes, located in the Graduate Students’ Lounge. Please inform the funding committee if you do place an application in a mailbox.