

FACULTY OF HEALTH AND SOCIAL DEVELOPMENT GRADUATE STUDENT/POST-DOCTORAL FELLOW CONFERENCE APPLICATION

Value of each award: up to a maximum of \$2000

Purpose: The FHSD Conference Award is intended to support scholarly and professional activities. Applications will be considered for in-person and virtual conference attendance for graduate students in Master's (thesis-based or course-based) or Doctoral programs, and Postdoctoral Fellows (PDFs) whose primary supervisor is a FHSD faculty member. In order to be eligible, students/PDFs must present scholarly work (e.g., a presentation, poster, workshop) based on research or scholarly/project work conducted while a student/PDF at UBCO.

Adjudication: Award applications will be assessed by the FHSD Research Development Committee on a monthly basis.

Eligibility:

- Students must be registered in a FHSD graduate program or an IGS graduate program, or is a PDF, with a primary supervisor in FHSD at the time of the application.
- The research/scholarly work for this presentation must have been completed while a student/PDF at UBCO.
- Applicants may receive funding once as a Master's student, up to 2 times as a PhD student, and up to 2 times as a PDF (pending available funds). PhD students and PDFs are eligible for a maximum of 1 award in any calendar year.
- Graduate students must be in good standing as demonstrated in their most recent CoGS annual report.
- If two or more students/PDFs who co-author/co-lead a paper or presentation only one is eligible to apply for a FHSD conference award.

Award Criteria: Applications will be assessed using the criteria outlined in the application cover sheet (see below), which will need to be confirmed by the applicant's supervisor.

How to Apply: Complete a FHSD Conference Award Application after carefully reviewing the award criteria and eligibility information.

Complete applications should be sent to fhds.graduateprogram@ubc.ca by the third Friday of each month.

The applicant must submit a SINGLE PDF document including all of the following:

- a. The FHSD Conference Award Application cover sheet with required signatures and supervisor confirmations.
- b. Details about the conference to include:
 - Name of meeting and organizer, dates, city/country, **conference URL** (virtual conferences), and fee to register for conference – e.g., early bird registration



- fee/date)
- Letter or email of acceptance/invitation that describes the nature of participation in the conference.
- Copy of abstract (as submitted to conference organizers).
- c. Letter of support from the student's/PDF's supervisor to:
 - Verify that the abstract/invitation focuses on the student's/PDF's research/scholarly or project work completed at UBCO
 - The applicant will be a registered student or employed as a PDF at UBCO at the time of the conference
 - Describe the student's/PDF's research/program progress in relation to the timing of this conference as well as the benefits of participation in this meeting to the student/PDF and UBCO
- d. For Graduate students: Copy of the student's most recent annual report submitted to CoGS.

Signatures: The **original or electronic** signatures of the applicant and Supervisor are required on the cover sheet.

Students will be reimbursed for expenses up to a maximum of \$2000 following the conference on submission of original receipts.

Application Submission

When the application is complete, submit the single PDF of the application (inclusive of all required attachments) to fhsd.graduateprogram@ubc.ca.

PLEASE NOTE: Supplementary documentation will not be accepted after the application has been submitted, **unless requested by the Award Committee.**

**Faculty of Health and Social Development Graduate Student/Post-Doctoral Fellow
Conference Award
Cover Sheet**

Award Condition	Supervisor confirmation
The student is enrolled in a graduate program offered by FHSD or ISG, or is a PDF, and has a primary supervisor in the FHSD.	Yes No
It is clear that the accepted abstract is based on the student's/PDF's research or project/ scholarly work conducted at UBCO (ideas/studies/analysis/synthesis/writing).	Yes No
The student will be registered as a full-time or part-time UBCO student at the time of the conference. If a PDF, the fellow will be in a full-time or part-time appointment at UBCO at the time of the conference.	Yes No
The selected conference is an important venue for presenting the research / project/scholarly work. The benefits to the student/PDF and to UBCO to have the applicant's presentation given at this conference are described.	Yes No
The student provided evidence of satisfactory progress in their program.	Yes No

By signing below, I certify that the information contained within this document is correct to the best of my knowledge at the time of the award application submission:

Student/PDF name	Date (YYYY/MM/DD)	Signature
Supervisor name	Date (YYYY/MM/DD)	Signature
Co-Supervisor name (if applicable)	Date (YYYY/MM/DD)	Signature

Associate Dean Research (signature following approval at Research Committee)	Date (YYYY/MM/DD)	Signature