

## UMGSA Conference Grant Application Instructions

### BEFORE THE CONFERENCE

**STEP ONE:** Read the section of the UMGSA Financial Policy Manual relating to conference grants (Article IV, Section I), which is included on page five of this document.

**STEP TWO:** Download and read the application form ([www.umgsa.org/conference-grant/](http://www.umgsa.org/conference-grant/)).

**STEP THREE:** Ensure you know what supporting documents we require for your Conference Grant application before travelling to the conference. Keep all relevant documents for your application.

### AFTER THE CONFERENCE

**STEP FOUR:** Assemble your supporting documents:

- **Proof of Conference Registration and Payment:** Provide written confirmation of your acceptance into the conference (eg. email confirmation) and proof of payment for the registration fee.
- **Copy of Conference Badge:** This provides the UMGSA with evidence of your attendance at the conference.
- **Proof of Presentation:** If presenting, provide a photocopy of the first page of the conference program and a photocopy of the page with your name and presentation information **highlighted**.
- **Currency Conversion:** If you attended a conference outside of Canada, you must provide the currency conversion rate used to calculate your expenses in Canadian dollars. Use Bank of Canada exchange rates (<https://www.bankofcanada.ca/rates/exchange/>) for either the date of purchase or the date of the conference. Print out the webpage with the conversion rate you used to calculate your expenses.
- **Proof of Inter-City Travel:** If you attended a conference outside of your city of residence, you must provide proof of travel to and from the conference location. This could include boarding passes to and from your destination, train tickets, etc.
- **Proof of Payment – Inter-City Travel:** If you attended a conference outside of your city of residence, you must provide proof of payment for your means of transportation to and from the conference location.
- **Proof of Payment – Accommodation:** If you attended a conference outside of your city of residence, you must provide proof of payment for your accommodation. If you shared accommodation, please explain how and with whom in the comment section of page two of the UMGSA Conference Grant Application Form.
- **Proof of Payment – Printing Costs:** If you incurred any costs associated with printing posters or other materials used to present at the conference, include proof of payment.
- **Proof of Payment - Travel Visa/Travel Insurance:** If you incurred costs associated with acquiring a travel visa to attend the conference in question, provide proof of payment for those expenses. Explain the costs using the comment section on the bottom of page two of the UMGSA

Conference Grant Application Form. If you are not covered by the UMSU Health & Dental Plan, and if you purchased travel insurance to attend your conference, provide proof of payment for this expense.

**STEP FIVE:** Calculate your per diem expenses. You can claim \$65 for each day of the conference, plus up to two days for travel (if the conference was outside of your city of residence). We no longer accept receipts for food or local transportation while attending the conference as the per diem includes these expenses.

**STEP SIX:** Fill out the Conference Grant Application Form electronically. Ensure that the claim amounts in the Expenses section match the supporting documents you have submitted. Ensure that the Total Deficit amount is correct. Print the completed Conference Grant Application Form.

**STEP SEVEN:** Acquire a signature for the Departmental Declaration on page one of the Application Form. We prefer that this signature come from your supervisor, but are willing to accept signatures from anyone in your department (eg. an administrator, department head, or business manager) who is able to confirm the status of your funding.

**STEP EIGHT:** Sign and date page three of the Application Form.

**STEP NINE:** Assemble your supporting documents in the order listed on page three of the Application Form. Staple your application together in the top left-hand corner.

**STEP TEN:** Deliver your application to our office between 9am and 4pm, Monday to Friday. We are closed weekends and holidays. You can slide your application under the door after business hours, or if the door is locked.

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## Frequently Asked Questions

### **1. When is the deadline for the UMGSA's term? What happens if I submit my current application after the deadline?**

The deadline is April 17th. If you submit your application after the deadline, your application will be considered by the new Executive in the new budget year and you will lose your right to use current year's grant.

### **2. How much funding is available to students? What if I finish my current program and start a new one in a UMGSA term?**

A maximum of \$750 per student per UMGSA term is available to all graduate students. This is regardless of your program type or length.

### **3. What if I have to submit my original receipts to another funding source?**

We encourage you to submit photocopies of all supporting documents, but the application form must be the original signed version. When photocopying receipts, try to fit as many as possible on each page (double-sided, if possible). Remember that since the per diem rate includes food and local transportation costs, these receipts should not be included in your application.

### **4. How long after the conference date can I submit my application?**

You must submit your application within 4 months after the final day of the conference. If the conference date is close to the UMGSA fiscal year end, it is suggested to submit your application before the term end date (April 17).

### **5. How long after graduation can I still submit my application?**

You have a maximum of 4 months after your convocation day to attend and submit your application. This allows you to present your final findings and results at a conference.

### **6. What if I pay the expenses in another currency?**

Use the Bank of Canada exchange rates (<https://www.bankofcanada.ca/rates/exchange/>) from the day of the expense, or the day of the conference, to calculate your expenses in Canadian dollars. Print out a copy of the exchange rate used, and include it in the supporting documents of your application.

### **7. What if Winnipeg is not my city of residence?**

Please specify your city of residence in the comment section of page two of the Application Form.

### **8. How long will it take for the UMGSA to review my application?**

Between 4 to 6 weeks.

### **9. How do I find out the status of my application?**

Feel free to email the Vice-President Internal ([vpi@umgsa.org](mailto:vpi@umgsa.org)) directly and request an update.

### **10. How will you contact me after my application has been processed?**

We normally email you unless you specify and request otherwise.

**11. Can you direct deposit the grant to my personal, department, or supervisor's account?**

No. The UMGSA will issue a cheque only in student's name.

**12. Can someone else pick up my cheque?**

Yes. You need to email us in advance explaining why and who will be picking up your cheque. They will be required to provide ID. In all cases, one piece of valid official ID is required at the time of pick up. When we email you to come and pick up the cheque, you will be given the option to have it mailed to the interdepartmental address you prefer. In extenuating circumstances (such as currently doing research out of province for an extended period) we can send the cheque via Canada Post if you request it.

## **Section of the UMGSA Financial Policy and Procedure Manual Relating to Conference Grants**

### **Article IV: Grants and Awards**

#### **I. Conference Grants**

The UMGSA, through the Finance Committee, will make funds available to University of Manitoba graduate students wishing to attend or present at conferences who do not have adequate resources to do so. Conferences must advance the student's course of study. Applications will be accepted throughout the year and processed by the Finance Committee on a monthly basis. Except in extenuating circumstances, the Finance Committee decisions can be appealed to a maximum of two times. The resolution of any unresolved appeals that remain at the end of an executive term will become the responsibility of the new executive.

##### **1. General Regulations:**

- a. Applicants must use the UMGSA Conference Grant Application form, including a completed budget section listing all sources of funding and permitted expenses. In order to receive funding from the UMGSA, the applicant's total costs must exceed or meet the amount of the grant applied for. Applications for Conference Grants must be complete or they will not be considered.
- b. Applicants are required to provide a copy of their official conference registration or equivalent correspondence. They must also provide a copy of their conference ID badge, as well as boarding passes or tickets for inter-city transportation, as proof of attendance.
- c. In order to qualify as a presenter, the applicant's presentation has to be listed on the official program. A copy of the front page of the conference program, as well as the page where the presentation is listed, must both be submitted. Equivalent correspondence is also acceptable.
- d. Applicants may only claim daily expenses for the official days of the conference, as well as two travel days for conferences outside of the applicant's city of residence. Applicants will automatically be entitled to claim \$65 per day for each of these eligible days. These per diems cover food and in-city travel costs, as well as other incidental costs at the discretion of the applicant. No receipts in support of per diems will be required.
- e. Permitted expenses which can be claimed are limited to the following:
  - i. \$65 per diems, for food, in-city travel costs, and incidental costs.
  - ii. The cost of inter-city travel from the applicant's city of residence to and from the city where the conference is taking place. The costs of economy air, train, or bus travel are permitted, including any associated fees. If driving, only \$0.43/km may be claimed to cover all related expenses including gas, and only the round-trip minimum driving distance between the applicant's home and the address of the conference venue may be claimed for travel mileage to and from the conference city. Rental car expenses will only be permitted if the applicant provides evidence that economy air, train, and bus fares would all be more expensive.
  - iii. Conference registration costs, including any related professional association fees, and any fees for conference-linked extras including technical tours, additional sessions, etc.
  - iv. Printing costs for any posters or other materials in support of a presentation at a conference.
  - v. Fees to obtain a travel visa to attend or present at a conference.
  - vi. Travel Insurance for travel to a conference.

- f. Applicants must provide conversions to Canadian Dollars, and proof of exchange rates from the Bank of Canada for either the date of purchase or the date of the conference, for all expenses being claimed in foreign funds.
  - g. Applicants are required to provide a basic translation into English of any foreign language receipts, making clear what the expense is, and any breakdowns of the parts of that expense if present.
  - h. The maximum amounts available will be as follows:
    - i. \$750.00 for those giving presentations at conferences outside of Canada and the 48 conterminous states of the USA
    - ii. \$600.00 for those attending conferences outside of Canada and the 48 conterminous states of the USA
    - iii. \$500.00 for those giving presentations within Canada or the 48 conterminous states of the USA
    - iv. \$400.00 for those attending conferences within Canada or the 48 conterminous states of the USA
    - v. \$200.00 for those giving presentations in their province of residence
    - vi. \$150.00 for those attending conferences in their province of residence
    - vii. \$100.00 for those giving presentations in their city of residence
    - viii. \$75.00 for those attending conferences in their city of residence
  - i. No Applicant may receive Conference Grants totalling in excess of \$750.00 from April 18 of one year to April 17 of the following year. Multiple applications from one member could be successful, but the total amount cannot exceed \$750.00 within that period of a year.
  - j. All Conference Grants submitted between April 18 to April 30 will be included in the following fiscal year (May 1 to April 30).
  - k. The Finance Committee reserves the right to investigate and verify information provided by applicants. This shall be noted on application forms in advance of the space reserved for an applicant's signature.
  - l. Complete applications must be received by the UMGSA Office no later than exactly four months after the final official day of the conference.
  - m. The applicant must declare their city of residence as a part of their application.
  - n. Attendance and presentation at web conferences will be treated as conferences in the applicant's city of residence.
  - o. UMGSA funding for Conference Grants will only be awarded to a University of Manitoba Graduate Student. Financial costs for friends and/or family who accompany the applicant to a conference will not be covered by the UMGSA.
2. Conference Grant Applications may only be submitted by the attending or presenting student at an academic conference, symposium, workshop, or similar event. Applications will not be accepted if the presentation or attendance is part of a job interview process.
  3. All expense claims, other than per diems, must be accompanied by the relevant receipts. Expenses for which a receipt has been lost or misplaced will be reimbursed at the discretion of the UMGSA Finance Committee.
  4. Applicants must declare all funding sources and amounts which have been or will be provided in support of their presentation or attendance at the conference.
  5. If sharing any expenses with another person, the names of all those sharing particular expenses must be listed clearly on the application. If sharing any expenses with another UMGSA Member who is also applying, the applications must be submitted together.