

The personal information collected on this form is collected under the legal authority of the **Royal Charter of 1841**, as amended. The personal information collected on this form will be used to confirm your eligibility for this award.

GRADUATE STUDENT CONFERENCE AWARD APPLICATION FORM



Full-time graduate students are eligible to apply for one student conference travel award **each academic year (September 1 – August 31)**. Awards must be used for a recognized conference at which the student is presenting their own paper, or co-authored paper or poster.

PLEASE NOTE:

You must apply prior to the conference. In accordance with our Travel and Expenses Reimbursement policy, travel awards are paid to students after the conference. Award advancements can be considered; please contact the [Departmental & Academic Administrator](#) for guidance.

YOU MUST ATTACH:

1. **An acceptance letter or official invitation**, confirming your attendance as a presenter at the conference, **or**
2. **A conference agenda** indicating that you are attending as a presenter.

Student Name:	
Title of Presentation:	
Conference Name:	
Date:	
Conference Location:	

Please indicate that you have read and understood Queen's [Travel and Expenses Reimbursement](#) policy.

☐ I have read and understand the Queen's Travel and Reimbursement policy

Please have your supervisor (or faculty designate) sign confirming that you plan to attend this conference.

Date:	
Name & Signature:	

Please email the completed form and accompanying documentation to the Departmental & Academic Administrator:
DPMM-Grad@queensu.ca