

**Use this form to:**

- Apply for department and supervisor support related to graduate student conferences. Students interested in applying for the [Graduate Student Research Dissemination Award \(GSRDA\)](#), must apply separately.

**Instructions:**

- Student completes sections 1-4 and emails form to supervisor/department head for further processing.

**Section 1: Student information (required)**

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University of Waterloo student identification number: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Program level: ☐ master's ☐ doctoral Campus Email: \_\_\_\_\_

Faculty (e.g. Arts): \_\_\_\_\_ Department/School (e.g. History): \_\_\_\_\_

**Section 2: Conference details (required)**

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Name of conference: \_\_\_\_\_

Approximate conference dates: from (mmddyy): \_\_\_\_\_ to (mmddyy): \_\_\_\_\_

Total estimated expenses (CAD): \$ \_\_\_\_\_

Attendance type:

☐ virtual OR ☐ in-person (indicate city & country of conference: \_\_\_\_\_)**Section 3: Other requested/reserved funds (e.g., GSRDA, funding from conference organizers)**

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Source(s): \_\_\_\_\_ Total other reserved funds: \$ \_\_\_\_\_

**Section 4: Student signature (required)**

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Student signature: \_\_\_\_\_ Date (mmddyy): \_\_\_\_\_

**Section 5: Supervisor reserved funds**

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Supervisor name: \_\_\_\_\_ Supervisor reserved funds: \$ \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date (mmddyy): \_\_\_\_\_

Supervisor justification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Section 6: Departmental reserved funds**

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Departmental name: \_\_\_\_\_ Departmental reserved funds: \$ \_\_\_\_\_

Departmental signature: \_\_\_\_\_ Date (mmddyy): \_\_\_\_\_

Departmental comments: \_\_\_\_\_  
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\_\_\_\_\_