GSEF Small Project Funding Award

This application is a simplified version of the full GSEF project application form and is intended for projects that have a **total budget of up to $600**. Please visit the GSEF website or email ([gsef@uwaterloo.ca](mailto:gsef@uwaterloo.ca)) for more information (i.e. detailed instructions, project eligibility, application tips, etc.). Please submit this form by the deadline that is a minimum of **3 weeks** before you need the funding. For example, if you need the funding by September 14, please apply by August 1. As the deadline for this funding occurs monthly, late and incomplete applications will not be accepted.

**Applicant Information**

**Full name:** Click here to enter text.

**Department:** Click here to enter text. **Degree**: Click here to enter text.

**Full-time**: 

**Part-time**: 

**Email**: Click here to enter text.   
**Department/Organization/Club**: Click here to enter text.

**Project Information**

* **Project Title**: Click here to enter text.
* **Project start/finish dates**: Click here to enter text.
* **Number of people working on project**: Click here to enter text.

**Project Description (be as a specific possible)**

* **Please provide a rationale for project, including how it will benefit UW graduate students (2-3 sentences):**

Click here to enter text.

* **What are the intended goals of the project?**

Click here to enter text.

* **How many UW graduate students will benefit from the project? How did you come up with that estimation? How many non-UW graduate students will benefit?**

Click here to enter text.

* **Anything else that you think would be relevant for the review committee to know about your project.**

Click here to enter text.

**Expense Description**

Please provide a specific description of what you want to purchase. Include the cost of each item as well as where they will be purchased (include references/links). Offer any possible alternatives under Cost of Option 2.

*Example (please remove the example table before submission):*

|  |  |  |
| --- | --- | --- |
| General Description of Expense | Cost of Option 1 | Cost of Option 2 |
| Lunch for conference attendees | $12.50x20 grad students=$250  Source: UW Catering  https://uwaterloo.ca/catering/uw-catering-brochure/working-lunch-packages#EssentialSandwichPackage | $5.99x20 grad students=$119.80  Source: Vincenzo’s  https://www.vincenzosonline.com/userContent/documents/Catering/Sandwich%20Flyer-%202019-%20Aug.pdf |

|  |  |  |
| --- | --- | --- |
| **General Description of Expense** | **Cost of Option 1** | **Cost of Option 2** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total:** | **Total:** |

**Other Funding Sources**

While it is not mandatory, GSEF appreciates applicants first seeking out funding from faculties or departments.

**Have you requested funding from your academic department/faculty? Yes: \_\_    No: \_\_**

If yes, were you able to acquire funding and how much funding will you receive:

If no, please provide additional information as to why you have not requested funding from the academic department/faculty:

**Signatures and Approval**

**Are there any potential conflicts of interest that may arise?** Yes:  No: 

If yes, please attach another page providing more detail.

*I confirm that the information above is accurate and true.*

**Applicant’s signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: Click here to enter text.

Does any official faculty representative in your department endorse the idea of your project?

**Faculty/Departmental Approval**

**Name**: Click here to enter text.

**Faculty**:

**Department**: Click here to enter text.

**Position**: Click here to enter text.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: Click here to enter text.

Note: You are welcome to include supplementary information you would like GSEF to consider when evaluating your request for funding.