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 (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**

First name: Last name:

Department: Degree:

 Full-time: 

 Part-time: 

Email: Department/Organization/Club:

**Project Information**

Project Title:

Please describe the rationale behind your project in one or two sentences:

Please write description of your project by addressing the following. Be as a specific possible.

* How many people are working on the project?
* When will the project start / finish?
* What are the intended goals of the project?
* How many UW graduate students will benefit from the project and how did you come up with that estimation? How many other people will benefit who aren’t UW grad students?
* Anything else that you think would be relevant for the review committee to know about your project.

**Expense Description**

Please provide a general description of what you want to purchase. Be as specific as possible. Include a cost of each expense and two possible locations (including references) to purchase it.

Example:

|  |  |  |
| --- | --- | --- |
| General Description of Expense | Cost of Option 1 | Cost of Option 2 |
| Lunch for conference attendees  | $12.50x20 grad students=$250Source: UW Cateringhttps://uwaterloo.ca/catering/uw-catering-brochure/working-lunch-packages#EssentialSandwichPackage | $5.99x20 grad students=$119.80Source: Vincenzo’shttps://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:** |

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

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

Faculty/Departmental Approval

Name:

Faculty:

Department:

Position:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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