



Staff Enhancement Experience (SEE) Canada Grant Application Form

Applicant information

Last Name	
Given Name(s)	
Title/Position at Waterloo	
Waterloo Department/Unit	
Waterloo Email	
Phone Number/Extension	

Under the [Policy 54](#) definition, I verify that I am a regular full-time staff member (check box)

Proposed travel destination(s) and institution(s)/organization(s)

The SEE Canada Committee will expect applications to include proposals for travel to one or more Canadian universities, colleges, research institutions or industry-partner organizations for a period of one to two weeks. Deviations from this expectation must be accompanied by a clear rationale. Conference attendance is not normally considered, unless it fits within the broader institutional partner visits.

Institution #1	
City and Province	
Proposed dates	
Goals of visit	
Additional notes	

Institution #2	
City and Province	
Proposed dates	

Goals of visit	
Additional notes	

Institution #3	
City and Province	
Proposed dates	
Goals of visit	
Additional notes	

Institution #4	
City and Province	
Proposed dates	
Goals of visit	
Additional notes	

Summary of Proposed Travel Dates:

Proposed dates cannot be guaranteed and are in part dependent on the host institution(s) availability.

Proposed date of departure:	
Proposed date of return:	
Proposed length of travel (# of days/weeks):	

University of Waterloo travel history

Have you travelled as part of a University of Waterloo initiative, for professional development or business activities in the past two years? (Check One)

Yes

No

If yes, please list places you've travelled for work (three consecutive days or more) in the past two years.

Dates	Location	Purpose

Proposed plan

Please outline and discuss your proposed goals for this experience (200 words max):

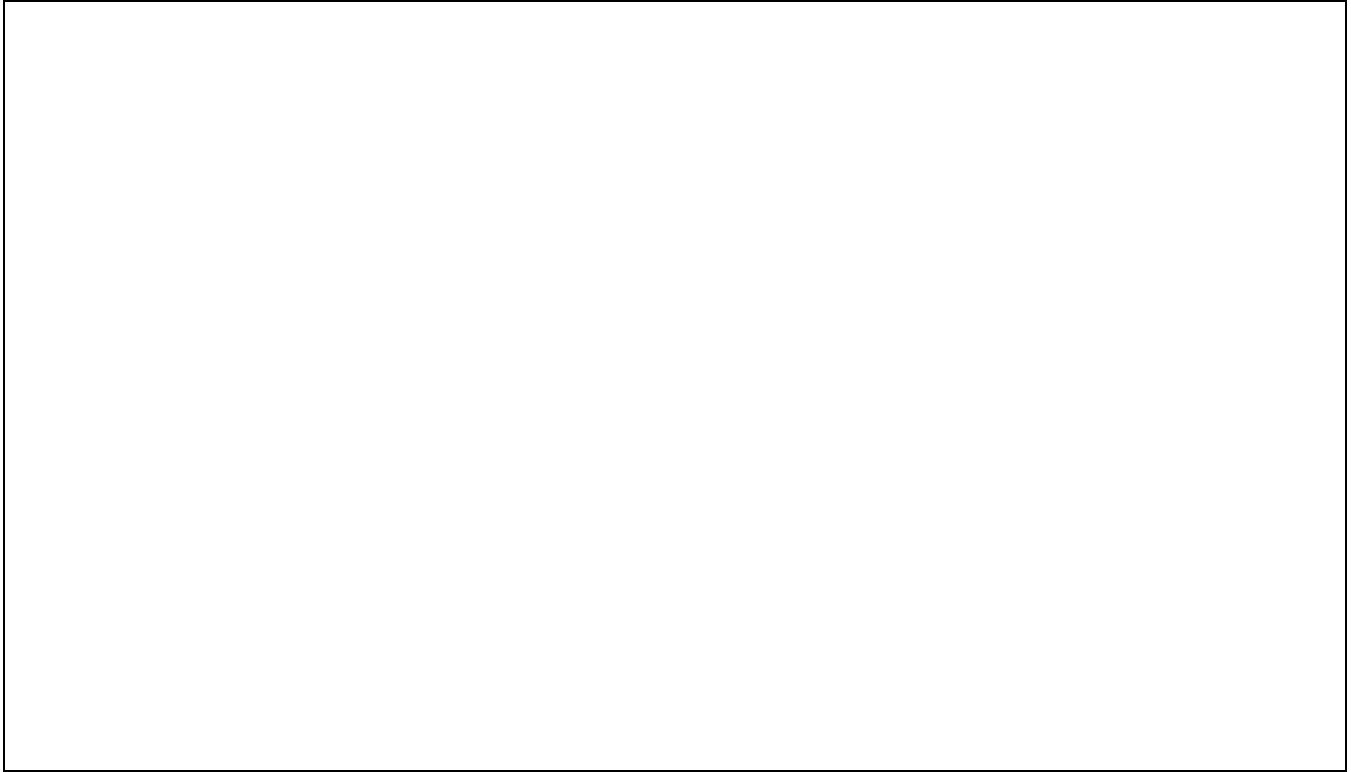
How do your goals align to your department's goals and the University objectives/Strategic Plan (200 words max):

[Empty text box for response]

Describe what insights you plan on bringing back to your role at the University and how they will have a positive impact (200 words max):

[Empty text box for response]

How will this experience contribute to your personal growth and development (200 words max):



What makes you a good ambassador for the University of Waterloo, why should you be chosen? (200 words max):



Budget

Please refer to the University’s travel policy, [Policy 31](#), to determine guidelines for travel expenses.

Proposed budget item	Proposed amount – Canadian funds
Airfare	
Ground transportation	
Accommodations	
Meals	
Other (please specify):	
Total funds requested	

Form submission

Please submit your completed form, along with a letter of support co-signed by your immediate supervisor and your Executive Council member, to seecanada@uwaterloo.ca.