**Saudi Arabian Cultural Bureau in Canada (Bureau)**

**Academic Bench Fee Program Application Form**

Name of Student:  
Waterloo email:  
UW ID:  

Level of Study (Master’s / PhD):  
If Master’s indicate if enrolled in research-based program (Yes / No):  

Department:  
Faculty:  
Start date of degree:  
End date of degree:  

Name of Waterloo Supervisor:  
Name of Bureau advisor:  

Detailed Research Proposal (1-2 paragraphs/max. 300 words):  

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<tr>
<th>Description of Expense</th>
<th>Cost (CAN $)</th>
<th>Comments</th>
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**Bench Fee Budget - Itemized List of Expenses (add additional rows as required):**  
*See below for information on maximum funding, eligible expenses, and submission/approval process*
Signature of Student:

________________________________________  ____________________________
Name:  Date

Signature of Supervisor**:

________________________________________  ____________________________
Name:  Date

Signature of Chair/Director:

________________________________________  ____________________________
Name:  Date

** In signing, and if all or part of the funding requested is granted, you are agreeing to and assuming responsibility for the following terms and conditions:

- Eligible activities to which the bench fees will be applied are as provided in the proposal and itemized list approved by the Bureau
- Bench fees will not be used to cover in-direct or overhead costs, such as the costs associated with facilities and basic utilities, purchase and repair of office equipment, administration fees, insurance for equipment and research vehicles, basic communication devices such as telephones and fax machines, and computer software and terminals
- All funds must be expensed in accordance with Bureau regulations and University of Waterloo guidelines
- Normal University of Waterloo policies and procedures, in addition to the terms and conditions of the Administrative Agreement for the Admission of Highly Qualified Graduate Studies and English as a Second Language Studies Applicants and Research Cooperation signed September 30, 2011 and the Addendum to the Administrative Agreement signed Jun 14, 2012, will apply to the administration of this project including those related to intellectual property rights
- Submission of an annual research progress report during the student’s period of study. Due by September 30th of each year
- Unspent bench fees must be returned where a Funded Student withdraws from their program, fails to meet program requirements, or is unable to carry out the research or research-related activities for which the bench fees were awarded.
- Your assistance as necessary with the preparation of annual financial reports during the student’s period of study. Due by September 30th of each year
Program Guidelines

Funding
- For Master’s students: one-time payment of up to $5,000 for a Funded Student admitted to a research-based masters’ program
- For PhD students: payments of up to $10,000 over the course of study for a funded student admitted to a PhD program during the course of the program

Eligible expenses
- Bench fees are to be used for covering the cost of consumable and/or disposable research materials and supplies used for research

Non-eligible expenses
- In-direct or overhead costs (e.g. costs associated with facilities and basic utilities, purchase and repair of office equipment, administration fees, insurance for equipment/vehicles, basic communication devices such as telephones and fax machines, and computer software and terminals)
- Thesis binding costs, travel for external examiners, travel to attend/present at conferences and publishing costs

Submission/Approval Process
1. Complete and sign the application form (must be printed on Department letterhead)
2. Complete a Cover Sheet for Sponsored Research. Add the student’s name for “Title” and supervisor’s name for “Principal Investigator”
3. Send the application form and cover sheet via interoffice mail to the attention of the Administrator, International Research and Partnerships
4. The student must also submit a request to Bureau through the Student Portal (Bawaba)
5. If the proposal is approved, the Bureau will send a formal Notice of Award to both the Office of Research and the student
6. At that time, a research account will be created under the supervisor’s name and released in the awarded amount

Reporting
- A progress report is due Sept 30th each year
- The Office of Research will submit the annual academic reports on behalf of the supervisor.
- The Research Finance team will complete the financial reporting requirements

Note: unspent bench fees must be returned (e.g. student withdraws, cannot complete research or research-related activities as planned).

Program contacts
- For questions regarding the Bench Fee program and eligibility, please contact the Bureau directly: Benchfees@saudibureau.org
- For questions regarding administrative and financial processes at Waterloo, please contact the Administrator, International Research and Partnerships