

**Vice-President (Research and Innovation)**

Office of Sponsored Research
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Internal: Paper Presentation Grant Application Form

Guidelines and Application Form can be accessed at:
<https://www.mcgill.ca/research/research/funding/internal>

Deadline: 5:00PM
Year: _____ **Cycle:** June 1 Sept 15 Dec 15 Mar 15

1. Applicant Info:

Name: _____ Email: _____

Faculty: _____ Dept./School: _____

Indicate if your research is more related to: Humanities Social Sciences Multidisciplinary

Please confirm that you have applied for external research funding in the past three years: Yes
 If not, you are ineligible to apply for funding from the PPG Program.

2. Rank and Position:

Please check one applicable to you:

Assistant Professor

Associate Professor

Full Professor

Faculty Lecturer

(must hold an appointment of more than one year)

Other: _____

Length of appointment if temporary: _____

3. Presentation Details:

Name of Conference: _____

Sponsoring Organization: _____

Location: _____

Conference Dates: _____

Presentation Title: _____

Role of applicant: This is to verify that I am presenting a paper at the conference or, if in the Fine Arts, giving a public performance **Yes** **No**

Travel grants awarded by the Office of VP - Research and Innovation in the last two years. Date: _____ Amount \$ _____

Funds requested and/or obtained from other sources for this travel. Source: _____ Amount \$ _____

Amount requested in this competition (One award of \$2,000 over a two-year period) \$ _____

9. Applicant Checklist

Ensure that the supporting documents are attached prior to signing application.
 You will not be able to make any changes after the application has been signed.

Yes

No

1. **Application form completed and signed**
 (Maximum 10 Pages)
2. **Confirmation of the applicant’s participation at the conference from organizers.**
 Please do not submit the conference registration form.
 OSR requires a copy of the email confirmation from the organization stating your paper has been accepted. If this is not available at the present time you can still apply for funding. The document must be provided before the award is approved.
3. **Information on the organization sponsoring the conference**
4. **The conference program and/or list of participants.**
 Please exercise economies in providing documentation e.g. avoid complete listing of all conference participants. If providing the conference program, please mark/highlight the applicant’s name on the list.
5. **An abstract or precis of the paper to be presented**
 (1 paragraph to 1 page)

10. SIGNATURES: Please attach all documents to this PDF prior to signing.

 Signature of Applicant:

Date _____

 Signature of Department Chair / Director:
 (If Chair is applicant, Dean's signature is required)

Date _____

 Please PRINT Name:

11. Application Submission: DEADLINE - 5:00 p.m.

Return application and all supporting documents electronically (as one PDF) to:

Ms. Vera Milbradt, Research Administrative Officer (vera.milbradt@mcgill.ca)

For additional information, please contact (514) 398-3790.