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***Student Scholarly Activity Travel Fund***

**PURPOSE**

The Student Scholarly Activity Travel Fund in the Faculty of Management (FoM) is designed to assist graduate and undergraduate students to access scholarly activity opportunities when the activity will directly benefit students’ studies, their program and the Faculty of Management.

**GOAL**

The goal of the FOM Student Scholarly Activity Travel Fund is to help students participate in activities which will:

* Build on and contribute knowledge, research and scholarship to the individual student directly related to their FOM studies, as well as to that of their classmates, to faculty members and to their program.
* Enhance scholarly activity and knowledge mobilization by presentation of academic research at conferences, workshop, colloquia or venues.

**ELIGIBLE ACTIVITIES**

Application alone does not guarantee funding. Funding will be prioritized based on the eligible activities listed below:

1. Active participation at a scholarly activity.
2. Non-active participation at a scholarly activity.

**APPLICATION DEADLINES**

Last Friday in September for activities occurring (before or after) within six months of the deadline

Last Friday in January for activities occurring (before or after) within six months of the deadline

**GRANT AMOUNTS**

* + Maximum $1,000 for active participation. For example as a discussant, panelist, presenter or presentation of a poster.
	+ Maximum $500 for non-active participation. For example attending.

**APPLICANT CRITERIA:**

* + These must be individual applications with individual expenses. If a part of a team, each individual must submit an individual application.
	+ Applicants must be registered as a full-time student in the Faculty of Management while attending or presenting at the conference, workshop or colloquium.
	+ The planned activity must occur while the student is registered.
	+ Applicants must be students in good academic standing with no record of academic misconduct on record.
	+ First time applicants to this fund will be given priority.
	+ Applicants that seek funding from other sources, will be given priority (for example, STAR, VIU Scholarship Awards & Bursaries Funding).
	+ A recommendation is required from a Faculty of Management faculty member who is able to reference the applicant’s ability to engage in the activity. This can be submitted as a letter or attached as an email, included with the application.

No student club applications will be accepted.

Only complete application will be reviewed.

**SELECTION PROCESS**

The selection committee members will review all applications and make a recommendation for funding to the Dean’s Office. The committee will include:

* the Dean, Faculty of Management or designate (Chair)
* the Associate Dean, Graduate Programs
* the Associate Dean

If selected for an award, students are expected to pay for their costs in advance of receiving funding and will need to submit original receipts for reimbursement along with proof of registration/attendance.

**APPLICATION PROCESS**

Please complete an application form below. Please respect the word count maximums and attach all supporting documents.

Submit your application form with all supporting documentation to fom@viu.ca before the deadline.

**APPLICATION – FOM STUDENT SCHOLARLY ACTIVITY TRAVEL FUND**

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| --- | --- | --- |
| Name: (print) | Student Number: | Program (print): |

[ ]  I am a full-time FOM student of good academic standing (no academic misconducts); I will be a registered student when attending the planned event.

[ ]  I have applied to other funding sources and have attached or will provide a notice of decision, once received.

**PREVIOUS FUNDING FROM THIS FUND**

[ ]  I have received funding in the past [ ]  I have never received funding

I used the grant given in Year:       for the purpose of:

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**PROPOSED ACTIVITIES**

1. Event Descriptions: Summarize what you plan to do (or did), including when and where.
*200 words maximum, insert below:*
2. Goals: Describe how your activity relates to your educational, scholarly or career goals.
*200 words maximum, insert below:*
3. Knowledge Mobilization: How will (did) you share back or mobilize your knowledge beyond this activity to your department, faculty or community, beyond this activity?
*200 words maximum, insert below:*

**RECOMMENDATION FROM A FOM FACULTY MEMBER** (200 word maximum. Include letter or email with application. This is required):

Faculty member name:

**BUDGET**

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| --- | --- | --- |
| ITEM | AMOUNT | EXPLANATION |
| EXPENSES (original receipts required): |
| Airfare  |  |  |
| Other Travel  |  |  |
| Meals |  |  |
| Accommodation  |  |  |
| Other (example registration) |  |  |
| TOTAL EXPENSES |  |  |
| OTHER FUNDING AVAILABLE: |
| Funds from internal VIU funding sources(example: [Student Travel and Conferences](https://research.viu.ca/stac-inform) ) |  |  |
|  Funds from other sources external to VIU specify |  |  |
| TOTAL FUNDING FROM OTHER SOURCES |  |  |
| TOTAL REQUESTED: |  |  |

**MY COMMITMENT**

[ ]  I will use all funds provided by this program only for the activities described above.

[ ]  I agree to e-mail a report of my activities to my supervising instructor and to the Faculty of Management at fom@viu.ca within one month of completion. The report will describe the activities and evaluate the contribution to my personal goals. I understand that my report may be posted to the FOM or VIU website for public perusal.

[ ]  I agree to share my experiences and learning with the Faculty of Management community.

[ ]  I will provide confirmation of my attendance or participation.

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| --- | --- |
| APPLICANT’S SIGNATURE: | DATE: |