**Purpose**

Through the Dean’s Support Fund for Student-Led Conferences, the College of Graduate and Postdoctoral Studies (CGPS) at the University of Saskatchewan promotes graduate research by supporting USask graduate students who are organizing research conferences.

**Funding**

Annual budget of $15,000 annually is earmarked for this program.

The maximum request per event is $1000.

The total funding available for each individual event will be up to $1000. Funds will be allocated over three submission periods with application deadlines as follows:

* Spring/Summer Events: **April 1**
* Fall Events: **August 1**
* Winter Events: **December 1**

Applications must be received a minimum of four weeks before any scheduled event, and no more than 4 months ahead.

**Eligibility**

To be eligible for funding, events must be:

1. Graduate student-organized events (leadership/organizing teams must be comprised mainly or entirely of graduate students).
2. Include original research presentations delivered by graduate students.

**Organizers**: The fund will support student-organized events only. Event leadership/organizing teams must be comprised mainly or entirely of graduate students. Currently registered USask graduate students must be part of the leadership/organizing team.

**Participants**: The fund will support events that are primarily intended for graduate students. Priority is given to events with large numbers of USask graduate students attending.

**Content**: Events must include original research presentations delivered by graduate students.

**Oversight**: Events must be endorsed by a USask academic unit (the “sponsoring unit”). Funds will be transferred to an operating account of the sponsoring unit.

**Eligible Expenses**: Eligible expenses include speaker expenses (fees, travel, accommodation, food), event supplies, space rental, food, and advertising.

**Ineligible Expenses:** Ineligible expenses include alcohol, participant travel and/or accommodation, social events, and the services of the organizing committee.

**Selection:** Funding decisions are made by the Dean of CGPS (or a designate), based on the eligibility criteria. If demand exceeds the funding available, priority will be given to events which support the interdisciplinary exchange of ideas.

**Funding Disbursal:** Funds are transferred to an operating CFOAPL provided by the sponsoring unit within four weeks of approval of the application. Unspent funds associated with the request must be returned to CGPS within 30 business days of the end of the event.

**Publicity:** Event organizers will be expected to recognize the support of CGPS in event promotional materials. These include, but are not limited to, event programs, websites, and posters. For logos and content please contact [cgps.comms@usask.ca](mailto:cgps.comms@usask.ca).

**Reporting**: Organizers of approved events are required to provide the Dean of CGPS with a financial report and a one-page event summary within 30 calendar days of the end of the event.

The financial report will verify that funds were expended for the purpose of the event. Copies of receipts should be included. Funds can be allocated for any eligible event expenses (see “Eligible Expenses” and “Ineligible Expenses”). If all the funding is not used, the sponsoring unit will return the unspent funds to the CGPS within four weeks of the conference date.

The event summary will include a description of who attended the event, a final agenda and a 300-word description of what the organizers of the event learned that they can apply to future event organization.

**Key Principles:** All participants must adhere to USask’s various policies and procedures. This includes, but is not restricted to the [Non-Academic Misconduct Policy](https://governance.usask.ca/student-conduct-appeals/non-academic-misconduct.php), and the [Procurement Policy](https://policies.usask.ca/policies/operations-and-general-administration/procurement.php#AuthorizationandApproval). Allocation of support is solely at the discretion of the Dean of CGPS (or designate). Decisions are final and cannot be appealed.

**How to Apply**

Using the template [starting at page 3] provided, applications can be submitted to CGPS by email directed to [cgps.eo@usask.ca](mailto:cgps.eo@usask.ca).

**Application**

|  |  |  |
| --- | --- | --- |
| Name or Organizing Group | What is the mandate of your group? | |
| Title of Event |  | |
| Event Description (include an explanation of how this event promotes USask graduate student research in no more than 150 words) |  | |
| Event Date | Event Time | Event Location |
| Explanation of how the event promotes interdisciplinarity. |  | |
| Provide the overarching objectives of the proposed event. |  | |
| How are you promoting this event?  🞎 Facebook  🞎 LinkedIn  🞎 Posters  🞎 Direct Email  🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Event Lead’s Name | Event Lead’s Phone # |
| Event Lead’s NSID | Event Lead’s USask Email |
| What is the estimated number of graduate students participating? | As Audience Members | As Presenters |

|  |  |  |
| --- | --- | --- |
| Planned Expenses | Venue Rental \_\_\_\_\_\_\_\_\_\_  Catering \_\_\_\_\_\_\_\_\_\_  Speaker Expenses  Fees \_\_\_\_\_\_\_\_\_\_  Travel \_\_\_\_\_\_\_\_\_\_  Accommodation \_\_\_\_\_\_\_\_\_\_  Event Supplies \_\_\_\_\_\_\_\_\_\_  Advertising \_\_\_\_\_\_\_\_\_\_  Other \_\_\_\_\_\_\_\_\_\_ | |
| Other Sources of Funding |  | |
| Amount Requested from CGPS (maximum of $1000) |  | |
| All applications must have Departmental/Institute partner to whom funding can be transferred. | Unit Name | Unit Contact Staff or Faculty Member Name |
| CFOAPL to where funding should be transferred. | Unit Contact Staff or Faculty Member Name Email |
| How did your group hear about the CGPS Dean’s Support Fund for Student-Led Conferences? |  | |

If this application is successful, we agree to the following award terms:

1. We will acknowledge the CGPS funding at the event, in presentations, publications, reports or outreach associated with this event, with the following statement: “Supported (in part) by the College of Graduate and Postdoctoral Studies at the University of Saskatchewan.”
2. The CGPS will be included on all printed and electronic materials. All uses of the logo will adhere to USask’s Branding Guidelines.
3. We will provide the Dean of CGPS with a financial report and a 1-page event summary within 30 days of the end of the event.