**Application for Financial Assistance for Participation**

**in Scientific Activities for PhD Students**

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| 1. **Applicant** | | | | | | |
| Last name: **Last name** | | | | First name: **First name** | | |
| Email address 🖂: **Email** | | | | 🕿: **Telephone** | | |
| PhD specialization: **Specialization** | | | | | | |
| Student ID number: **Student ID** | | | | | | |
| 1. **Supervisor** | | | | | | |
| Last name: **Last name** | | | | First name: **First name** | | |
| Department: **Select a department If other, specify** | | | | | | |
| Status:  Associate Professor  Full Professor | | | | | | |
| Email address 🖂: **Email** | | | | 🕿: **Telephone** | | |
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| 1. **Eligibility** | | | | | | |
| Are you currently enrolled in the PhD program? | | | | | YES  NO | |
| Have you obtained less than $5,000 in funding for the conferences since your admission? | | | | | YES  NO | |
| If you answered NO to one of these questions, you are not eligible to financial support. | | | | | | |
| 1. **Activity (Conference, Job fair, Consortium, Writing workshop, Summer school, etc.)** | | | | | | |
| **Identify the activity type :** | | | | | | |
| I attend a conference / congress where I present a scientific paper |  | | I attend a conference where I do not present a scientific paper | | |  |
| I attend a conference / congress as part of job fair |  | | I participate in a doctoral school ( Summer school or doctoral consortium) | | |  |
| I participate to a writing workshop |  | | Other research or training activities | | |  |
| Presentation title if applicable : **Title** | | | | | | |
| Website URL which is describing the activity: **URL** | | | | | | |
| Location where the activity is taking place :  **Place :** | | Activity Date  :  *from* **Enter a date**  to **Enter a date** | | | | |
| Note: For activities taking place in Montreal only registration and membership fees are refunded.   |  |  | | --- | --- | | 1. **Budget** | | | Total amount requested**: $ Amount** |  | | * Conference registration fees | **registration** $ | | * Accomodation fees (hotel, etc.) | **accomodation** $ | | * Transportation (flight, train, bus, taxi, personal car (amount/km), etc.) | **transportation** $ | | * Per diem (meals not included in the registration fees, etc.) | **per diem** $ | |  | **TOTAL** $ | |  |  | | | | | | | |
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| 1. **Motivation** | | | | | | |
| Provide a written motivation of why your participation to the conference is important in the context of your doctoral studies. (maximum 300 words)   |  | | --- | |  | | | | | | | |
| **Submit with application:**  A summary or full text of the presentation (if applicable)  A copy of the acceptance letter or email of the paper for presentation or confirmation of registration to the conference  A copy of the proof of enrolment to the PhD program available in *HEC en ligne*  Email from your supervisor approving and supporting your application | | | | | | |

**The form and supporting documents must be sent to** [**demande.recherche@hec.ca**](mailto:demande.recherche@hec.ca) **BEFORE the activity takes place.**

**Applications require the PhD program director’s approval and funding availability. Priority will be given to doctorate presenting papers or participating at a job fair.**

**Paper applications will not be considered. Expect about 10 business days for processing of application.**