**Application for Financial Assistance for Participation**

**in Scientific Activities for PhD Students**

|  |
| --- |
| 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** |
|  |  |
| 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** $ |
|  |  |

 |
|  |
|  |
| 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** **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.**