**Application for Financial Assistance for Presentations at Scientific Conferences**

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| **A. Applicant** | | | | | | | |
| Name: | | Given name: | | | | | |
| Department: Choose a department Other: Please specify | | | | | | | |
| Status:  Assistant Professor  Associate Professor  Full Professor | | | | | | | |
| Email address 🖂: | | | | 🕿: | | | |
| **B. Eligibility** | | | | | | | |
| Do you hold a special research funds (FSR) the balance of which is equal or superior to the requested amount? | | | | | | YES  NO | |
| Do you hold a professorship at HEC Montréal with research funds? | | | | | | YES  NO | |
| Are you a chairholder? | | | | | | YES  NO | |
| Do you have external funding for which presentations at research conferences is an eligible expense? | | | | | | YES  NO | |
| **If you answered Yes to one of these questions and have been a professor at HEC Montréal for more than three years, you are generally not eligible for the Financial Assistance for Presentations at Scientific Conferences Grant.** | | | | | | | |
| **C. Conference** | | | | | | | |
| Title of conference: | | | | | | | |
| Conference organizer: | | | | | | | |
| Conferencevenue: | | Date of conference:  *from* Enter a date *to*  Enter a date | | | | | |
| Conference website (URL): | | | | | | | |
| **D. Paper** | | | | | | | |
| Coauthors *(list the coauthors of the paper and indicate their university or organizational affiliation)*: | | | | | | | |
|  |  | | affiliation: | |  | |  |
|  |  | | affiliation: | |  | |  |
|  |  | | affiliation: | |  | |  |
|  |  | | affiliation: | |  | |  |
|  | | | | | | | |
| Title of paper: | | | | | | | |
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| **E. Application**  Amount requested:  $ | | | | | |
| Budget | | | | | |
| Registration | | | |  | $ |
| Transportation (plane or train ticket or use of private vehicle) | | | |  | $ |
| Taxi or shuttle | | | |  | $ |
| Hotel | | | |  | $ |
| Per diem (meals and accessory expenses) | | | |  | $ |
| Other (explain) | | | |  | $ |
| **TOTAL** | | | |  | **$** |
|  | | | | | |
| **F. Outcomes of previous grants** | | | | | |
| Have you ever received Financial Assistance for Presentations at Scientific Conferences funding from HEC Montréal’s Research and Knowledge Transfer Office?  NO  YES  If yes, please list the outcomes of grants for presentations received over the last 3 years. Indicate when you received the grant (month and year): | | | | | |
| Month/Year grant obtained | Name of conference | Date of conference | Outcomes (include the complete bibliographic record for each publication) | | |
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|  |  |  |  | | |
| Date of application: Enter today’s date. | | | | | |

Attach with application:

The summary or the complete presentation paper

A copy of the acceptance letter or email for the presentation

The form and attachments must be sent to [demande.recherche@hec.ca](mailto:demande.recherche@hec.ca).

Please allow at least 10 business days to process the application.