**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.

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