



Réseau National Network

BC and Yukon | Prairies | Ontario | Québec | Atlantic

NSERC CWSE NATIONAL NETWORK NATIONAL CONFERENCE GRANT POLICY

About the NSERC CWSE National Network National Conference Grant

The NSERC CWSE National Network National Conference Grant is administered by the NSERC CWSE Chairs. Applications for funding are accepted three times per year. Applications may be submitted by individual students, professors, professionals outside of academia or organizations during the intake periods. All received applications will be reviewed for consideration.

Intake periods are:

Winter: February 1 to February 15

Summer: May 1 to May 15

Fall: September 1 to September 15

Budget

\$2,000 is available per intake period. Budget permitting, this amount may be increased. In distributing the funds, a balance among the five territories assigned to each of the five Chairs across Canada will be sought.

Conference Activities

The objective of the NSERC CWSE National Network National Conference Grant is to support the national conferences that contribute to the advancement of women in Science and Engineering (S&E).

Eligible activities for consideration include:

- Activities to enhance women's participation in S&E.
- Activities that promote women's leadership in S&E.
- Activities that complement S&E student education.

NSERC Chairs for Women in Science and Engineering
CRSNG Chaires pour les femmes en sciences et génie



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Eligibility Criteria

To be eligible for funding, applicants must be individuals studying or working in STEM fields.

Applicants eligible for applying can be:

- Women/Men studying or working in S&E,
- Professors (tenure track and non-tenure track) in S&E, or
- Professional associations or other like-minded organizations organizing the event.

Application Process

Application forms along with a cover letter must be submitted by email to cwsecfsg@gmail.com .

Each applicant must submit the conference grant application form fully completed. The application includes the following sections:

- Contact information.
- A description of the event or program.
- A description of the intended benefits of the event or program.
- A proposed budget that includes all expenses and sources of funding.
- A description of how you intend to share the knowledge gained.
- A statement that the applicant has read, understood and complied with the information presented in the application submission.

Evaluation Process

Applications will be evaluated individually by the Chairs. The decisions of the Chairs are final and are not subject to appeal.

Applications received after the event has taken place will not be considered. It is therefore important that the event for which the application is should be scheduled for at least 6 weeks after the submission of the application.

After the evaluation an email will be sent to all applicants informing them of the funding decision.



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Eligible Expenditures

- Registration fees for participants.
- Travel expenses for participants: Applicants are encouraged to use the most economical travel arrangement available and suitable to their needs. Applications quoting high fares due to lack of planning will not be considered favourably.
 - Transportation (airfare, train, bus, car mileage)
 - Accommodations
 - Meals (if not included in the Conference Program). If the maximum allocated for each meal is exceeded the fund will only cover the portion allocated.
- Conference materials (such as printed programs).

The funds will not cover under any circumstance the purchase of alcohol.

Post Award Guidelines

To process the reimbursement, successful applicants need to send by mail:

- Letter of acceptance
- Original invoices, receipts and boarding passes.
- Travel reimbursement form duly completed and signed.
- Alternatively, an invoice from the organizing body of the event can be submitted as long as receipts are kept and are shown.
- Post-Conference correspondence should be sent by email containing:
 - Summary description of the sessions held.
 - Impact of the conference or the learning experience related to this activity.
 - Photos of the event.
 - Number of participants (Number of female participants – Number of male participants).

Additional Information

Information requests can be sent to cwsecfsg@gmail.com



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NSERC CWSE National Conference Grant - APPLICATION FORM

The NSERC CWSE National Conference Grant has been established to provide funding to conference organizers for participant travel or participation costs for people in STEM studies or careers to attend national conferences and workshops in Canada. Please complete this form and submit to the CWSE National Network (email: cwsecfsg@gmail.com).

CONTACT INFORMATION

First Name: _____

Last Name: _____

University/Organisation: _____

Address: _____

Phone #: _____

Email Address: _____

DESCRIPTION OF ACTIVITY – CONFERENCE DETAILS

Conference Name: _____

Location: _____

Start Date: _____

End Date: _____

Please select all activities that apply to the conference or event you are organizing:

Activities to enhance women's participation in STEM

Activities that promote women's leadership participation

Activities that complement student education



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Please furnish a brief description of the conference or event and attach conference details (i.e. brochure, program, link to website, etc.)

How do you or your organization expect to benefit from the conference? How will participants benefit from the conference?

The proposed budget (including all expenses and other sources of funding). You may fill in the text box below or attach a one-page budget.

Describe how you intend to share the knowledge you will gain from this experience with your peers or the broader community.



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I, _____
(Name of applicant)

have read, understood and will comply with the information presented in this application.

Signature of Applicant

Date

Note:

- All applications must be submitted at least 6 weeks prior to the conference date.
- Applications will be reviewed by either the corresponding CWSE Regional Chair or the national network of Chairs and will be notified by email.
- Following the conference, approved applicants must request by email, complete and submit the expense reimbursement form along with all pertinent receipts and the approval email. Alternatively, an invoice may be submitted prior to or after the event.

Receiving funding pursuant to this application does not constitute University sponsorship of this event. The NSERC CWSE National Network assumes no liability in connection with the event. The personal information requested on this form will be kept confidential and used only for the purpose of the application.