



# Réseau National Network

BC and Yukon | Prairies | Ontario | Québec | Atlantic

## NSERC CWSE NATIONAL NETWORK CONFERENCE GRANT POLICY

### About the NSERC CWSE National Network Conference Grant

The NSERC CWSE National Network 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, administrators or professionals during the intake periods. All received applications will be reviewed for approval.

Intake periods are:

Winter: January 7 to January 15

Summer: May 7 to May 15

Fall: September 7 to September 15

### Budget

The funds are intended to be distributed among disciplines and among the five regions assigned to each of the five Chairs across Canada. Grants of up to \$2,000 will be considered.

### Eligibility Criteria

The objective of the NSERC CWSE National Network Conference Grant is to support the organization of non-profit **national conferences** to contribute to the advancement of women in STEM.

Eligible activities for consideration include

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



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## Application Process

Application forms along with a cover letter must be submitted by email to [cwsecfsg@gmail.com](mailto:cwsecfsg@gmail.com)

Each applicant must submit the CWSE National Network Conference Grant application form fully completed. The application includes the following sections.

- Contact information.
- A description of the event or program.
- A clear description of the **national scope** of the proposed event.
- Expected number of participants, number of women/girls.
- A proposed budget that includes all expenses and sources of funding.
- Other 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 under consideration should be planned for at least 8 weeks after the application intake period.

After the evaluation, an email message will be sent to all applicants informing them of the funding decision and reporting requirements in the event of a favourable decision.

Conferences that have not benefited from previous CWSE National Network funding will be prioritized.

## Eligible Expenditures

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

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



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

## Post Award Guidelines

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

- Letter of acceptance.
- Original invoices, receipts and boarding passes.
- Travel reimbursement form duly completed and signed if applicable.
- Post-Conference correspondence should be sent by email containing:
  - Summary description of the event.
  - Impact of the conference or the learning experience related to this activity.
  - Pictures of the event.
  - Numbers of participants (Number of female/male participants).
  - Communities reached.
  - Regions impacted.
  - Outcomes and any metrics if available.
  - Summary of social media communications and how the CWSE National Network was acknowledged.

Invoices should be made out to:

University of Ottawa  
c/o Prof. Catherine Mavriplis  
National Network of NSERC CWSE  
Dept. of Mechanical Engineering  
161 Louis Pasteur, A331  
Ottawa, ON K1N 6N5

## Additional Information

Information requests can be sent to [cwsecfsg@gmail.com](mailto:cwsecfsg@gmail.com)

The proposal need not be longer than 3 pages.