



## Request for Financial Support (Conference and Event Sponsorship)

This form is to be used for all funding requests to the College of Biological Sciences (CBS) and its departments. Faculty, students and staff, as well as parties external to the college, may submit requests using this form. The semesterly deadlines for consideration will be September 20, January 20 and May 20. Funding responses will normally be provided to the requestor by the first of the following month.

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Please email the completed form to [Glen Van Der Kraak](mailto:Glen.VanDerKraak@uoguelph.ca), dean of CBS, at [gvanderk@uoguelph.ca](mailto:gvanderk@uoguelph.ca). For support from CBS academic units, please forward to the appropriate departmental office. Examples of requests: support for research conferences, campus events (College Royal, graduate student events, etc.)

### Information about the requestor or requestors:

Name:

Position:

Department:

Contact Information:

Organization (if outside the U of Guelph):

### Information about the request:

Describe the nature of your event (purpose, format, location, target audience, etc.):

How many attendees typically attend this event? Is it regional, national or international in scope?

How many faculty members, students and/or staff from CBS do you expect to participate?

Other than participation by CBS members, are there any other benefits to the department or college that you expect to arise from this event?

CBS will only support events that ensure there is gender balance and diversity among invited speakers. Please describe how your event will fulfil this requirement.

What is the total budget associated with your initiative, and your specific dollar request to CBS? Please outline how you would request the funds be transferred (outline the payee or internal coding information).

Provide details of other units or organizations (internal or external) from whom you are also requesting support. Indicate if this support is anticipated or confirmed.

Source:

Amount of contribution:

Is support confirmed or anticipated?

Source:

Amount of contribution:

Is support confirmed or anticipated?

Source:

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Amount of contribution:

Is support confirmed or anticipated?

Please provide any additional information that you may wish to share regarding this request.

Note: Conference sponsorship requests to the Office of Research will require additional information, as well the endorsement of the college. Full details available on the [Office of Research website](https://www.uoguelph.ca/research/for-researchers/funding/apply/sponsorship-conferences).

*<https://www.uoguelph.ca/research/for-researchers/funding/apply/sponsorship-conferences>*

Effective May 1, 2019.