



UNIVERSITY OF
ST. MICHAEL'S COLLEGE
IN THE UNIVERSITY OF TORONTO

Application for Hosting a Conference or Colloquium Support

Research Administration Committee

1. APPLICANT INFORMATION

Name		Department	
Telephone Number		Email	

2. CONFERENCE OR COLLOQUIUM INFORMATION

Title and description of the conference or colloquium: *including dates*

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Brief description of participants in the conference or colloquium:

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Anticipated outcomes of the conference or colloquium:

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How the conference or colloquium will benefit the USMC/RSM community:

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3. COSTS

Cost item	Details to provide	Amount requested
Travel costs for speakers to attend the conference Travel costs only; not honoraria or accommodation. Include flights, etc.		\$
Accommodation costs for speakers Include rate per night and number of nights.		\$
Student research assistance or student administrative support Include hourly rate and number of hours.		\$
Communication/dissemination support Describe communication or dissemination expenses.		\$
Catering or other food services Include a breakdown of costs.		\$
Total amount requested		\$

4. PREVIOUS AWARDS

Please list the three most recent awards from SSHRC or other USMC/RSM sources.

Date	Name of award	Amount of award

5. CERTIFICATION OF THE APPLICANT

Signature of the applicant	Date
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6. APPROVAL OF PRINCIPAL, DEAN, DIRECTOR OR CHIEF LIBRARIAN

I certify that this application has my support.

Name	Signature	Date
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Please submit an electronic copy of the completed form plus CV in an approved format to the USMC Research Administration Committee.

