The personal information collected on this form is collected under the legal authority of the ***Royal Charter of 1841,***

as amended. The personal information collected on this form will be used to confirm your eligibility for this award.



**DEPARTMENT OF ART**

**GRADUATE STUDENT CONFERENCE AWARD**

**APPLICATION FORM**

**Full-time** graduate students are eligible to apply for student conference travel awards of up to ***$500***.Awards may be used to provide partial support for travel, accommodation, food and registration fees associated with attendance at a recognized academic conference. Preference will be given to those who have not already received a CTA in the academic year, but all full-time students may apply.

Please note:

* Students must be ***registered full-time*** in a graduate degree program at the time of the conference.
* Applications must be submitted to the Program Assistant (see below) ***no later than 2 weeks after the conference***. Students are encouraged to apply early.

# Applicants must attach:

* An estimated budget for travel, accommodation, food, and registration expenses where applicable.

Successful applicants will be required to submit receipts for travel, accommodation, food, and registration fees ***within 2 weeks of the end of the conference and no later than August 31***. Funds will not be disbursed without receipts.

|  |  |
| --- | --- |
| First Name: |  |
| Last Name: |  |
| Student #: |  |
| Queen’s Email: |  |
| ConferenceName & Location: |  |
| Conference Date: |  |
| Link to Conference Website: |  |
| Link to Conference Schedule: |  |
| Title of paper: (if presenting) |  |

Please have your ***supervisor*** (or faculty designate) sign confirming that you plan to attend this conference.

|  |  |
| --- | --- |
| Signed: | Date: |
| Name (please print): |

Art Conservation Students return form to: artcon@queensu.ca

Art History Students return form to: grad.arthist@queensu.ca