



## **GRADUATE NURSES' STUDENT SOCIETY (GNSS) CONFERENCE FUND**

A GNSS Conference Fund is available for graduate nursing students who have been selected to present their own academic work from their field of study at an academic conference. Up to \$500 will be allocated to successful applicants to cover eligible expenses as per University of Toronto travel expense policy.

*See the following guidelines and application form below:*

### **Eligibility:**

- Be a registered graduate student at the Lawrence S. Bloomberg Faculty of Nursing at the time of the conference presentation
- Have his/her presentation abstract accepted to present his/her own academic work at a nursing or health-related conference
  - o i.e. cannot be supervisor's academic work
- Application must be submitted by **April 4<sup>th</sup>** or **October 4<sup>th</sup>**
- Students must submit evidence of the paper/poster being accepted for the conference
- Students can only receive funding once per academic year
- Students must declare any other source of available conference funding such as a Graduate Student's Union Conference Grant
  - o Having received another source of funding will not automatically make the application ineligible but will be taken into consideration to ensure that students without existing funding sources are given priority
- Please refer to University of Toronto's travel expense policies for eligibility of reimbursements <http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/>



### **Selection Process:**

- Students must fill out the attached application form and return it to the GNSS office or electronically to [gness@utoronto.ca](mailto:gness@utoronto.ca) by **April 4<sup>th</sup> or October 4<sup>th</sup>**
- A selection committee consisting of two GNSS members, a faculty member, and a non-GNSS nursing graduate student will review all applications
- Priority will be given to students who:
  - o Have no alternate funding source
  - o Have never received conference funding by GNSS
  - o Are in their final year(s) of study

### **Reimbursement:**

- Students must submit an estimate of their expenses with their initial application
- Funding amount will be allocated after the conference presentation is complete
- As part of the requirements for receiving conference funding, successful applicants must share a component of what they learned at the conference or what they presented at the conference with other graduate students (“Knowledge sharing document”)
  - o **Option 1:** ½ - 1-page overview of the conference, including conference highlights (e.g. new research, keynote speakers), be posted on the bulletin board outside the GNSS office
  - o **Option 2:** ½ - 1-page review of student’s own academic work that was presented at the conference to be posted on the bulletin board outside the GNSS office
- Following the conference, the student must contact GNSS **within 30 days** to provide:
  - o 1. Documentation reflecting their attendance at the conference (e.g. certificate of attendance)



- 2. Expenses spent as per declared on the application (e.g. original travel receipts, boarding pass, conference registration receipt etc.)
  - 3. Knowledge sharing document
- Once received GNSS will submit the application to the Lawrence S. Bloomberg Faculty of Nursing for reimbursement. Students will be paid directly by the faculty.



## **GNSS Conference Fund Application**

<b>Student Name</b>		
<b>Student Number</b>		
<b>Student Contact information</b>	Phone: Email:	
Lawrence S. Bloomberg Faculty of Nursing:	Program of Study <input type="checkbox"/> MN Clinical <input type="checkbox"/> MN HSLA <input type="checkbox"/> MN Nurse Practitioner <input type="checkbox"/> PhD	Year of study: ____
<b>Name of Conference</b>		
<b>Abstract Accepted</b>	<input type="checkbox"/> Yes (please attach proof of abstract acceptance to this form)	
<b>Location of Conference</b>		
<b>Date(s) of Conference</b>		
<b>Brief Description of the Conference</b>		
<b>Presentation Abstract (max. 300 words)</b>		



**Please submit the expected expenses for attendance at this conference. (Provide estimate expenses for unknown fields and submit updated costs after the conference). All costs must have a receipt to be eligible for included in the reimbursement.**

Item	Cost (\$)	Receipt
Cost of Registration		<input type="checkbox"/>
Travel/Transportation		<input type="checkbox"/>
Accommodation		<input type="checkbox"/>
Miscellaneous (please justify below):		<input type="checkbox"/>
Other Funding Sources	Source: Amount Received:	<input type="checkbox"/>

Justification for miscellaneous costs (if applicable):

**Please attach proof of abstract acceptance to this submission.**

I declare that the above information is accurate and current.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

GNSS Signature: \_\_\_\_\_

Role/Title: \_\_\_\_\_

Date: \_\_\_\_\_