

## **Department of Public Health Sciences Conference Support Funds for Master of Public Health Program**

The Department of Public Health Sciences has a small fund available to defray the travel and registration costs incurred by its graduate students in the MPH program who would like to attend a public health related conference.

While enrolled in the MPH degree, each MPH student (full-time or part-time) may request a maximum of \$100 in support of costs for attending a conference. Funds may be used to defray expenses for conference attendance including conference registration fees or travel costs (e.g. train, bus or plane fare, car mileage, or hotel accommodation). **This fund is limited, and is available on a first come, first served basis.**

All conference support funding must be approved in writing, in advance, by the MPH Program Director. Funds are reimbursed after the conference, based on original receipts.

1. Awards must be used to provide partial financial support for travel, accommodation, food, and registration fees associated with a recognized conference. A "conference" is defined as a convention, seminar, symposium or other formal gathering where participants are informed about issues related to public health. Conferences offered both in-person and virtually are considered. Business meetings and training seminars or courses are not considered conferences.
2. Recipients must be registered either full-time or part-time in the MPH program.
3. The value of each conference travel award is capped at \$100/student/year.
4. The student is required to provide the **original** receipts and the Conference Travel Award form signed by the student and the Program Director. The form can be sent to [Nikki Remillard](mailto:Nikki.Remillard@queensu.ca) via e-mail or scanned copy.



**Department of Public Health Sciences**  
**Application for Conference Support Funds for MPH Program**

Please submit the completed form to Nikki Remillard.

Name: \_\_\_\_\_

Program: \_\_\_\_\_ Year of Study: \_\_\_\_\_

Title of Conference: \_\_\_\_\_

Conference Dates: \_\_\_\_\_ Location: \_\_\_\_\_

Amount of support funds requested (max \$100): \_\_\_\_\_

1-2 sentence rationale for receiving MPH program conference support funds:

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\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

*Please attach a copy of your registration (if available).*