



Vancouver Island University

# Jessica Wilde

Conference Funding

## Award information

The Jessica Wilde conference funding provides Vancouver Island University students with funds to offset the costs of presenting at a conference<sup>1</sup>.

## Eligibility

This fund is open to all students (undergraduate and graduate students) for active participation at conference. Simple attendance will not be funded.

Applicant must be a member of the Students' Union.

Individuals who apply to present at the same event will be awarded funds as a group.

Students must:

- be registered in the term in which they apply for funding and be returning to VIU during the term following the conference; or,
- be in their final year and must attend the conference within twelve months of their graduation from VIU; or
- have graduated no more than twelve months prior to their application and were students at VIU the term prior to their graduation. The conference must be held within twelve months after graduation.

A VIU faculty member must authorize the student's attendance and/or presentation at the conference with an endorsement letter.

## Criteria

- Only students who will be active participants (e.g. presenter, panelist, discussant or presenting a poster) will be eligible for funding. Funding will not be awarded for simply attending a conference.
- Applicants must demonstrate that the conference they are attending or presenting at is related to the student's area of study.
- The work presented at the conference must have been completed while at VIU and must have been supervised by a VIU faculty member.
- Funds cannot be used where attendance at the conference is required as a prerequisite to receive course credits.

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<sup>1</sup> Conference is interpreted as the following suite of events: conferences, workshops, colloquia, case-competitions

- Students may only apply to receive travel and conference funding administered by the STAR committee (STAC, Jessica Wilde, Stephanie Buckingham) once per academic year.

## Amount

Applicants may receive up to \$250 of funding.

Where more than one student intends to present at the same conference either individually or as a group, the applicants shall be treated as a group application. No group shall receive more than \$1,000 in funding per application.

Amount listed above reflect the maximum award possible. Depending on the number of applications received, the applicants' budgets, and availability of funds, amounts awarded could be lower than the maximum amount listed.

Award recipients will be required to submit original receipts and proof of attendance before funds are released (details will be outlined in the notice of award).

## Application deadlines

- Second Friday in January: for students going to a conference between September 1 and April 30
- Second Friday in May: for students going to a conference between January 1st and August 31
- Second Friday in September: for students going to a conference between May 1 and December 31

Applying to the wrong deadline will deem the application ineligible and the application will not be funded.

\*Please note that you only need to fill out one application form to be considered for any of VIU's student conference funds including STAC, Jessica Wilde, and Stephanie Buckingham per funding cycle.

## Application process

Students need to fill out the online [Application Form](#) and submit by the application deadline.

Students also require a faculty member to act as an endorser. The faculty member must fill out the [Faculty Endorsement Form](#) by the application deadline.

## Adjudication

The information reviewed for adjudication will include:

- description of the event and why you are interested in attending/presenting at the conference workshop or colloquia
- an outline of how the conference, workshop or colloquia relates to your studies (e.g. are you doing research or scholarly activity associated with a core course such as a poster presentation, performance, competition or other type of knowledge dissemination/sharing of information related to your studies)
- a description of the benefits to you as a student and to VIU by attending/presenting at the conference, workshop or colloquia
- a detailed budget for travel and attendance and an indication of other funding sources the student has applied to
- an endorsement letter from a VIU faculty member

## After the award

If awarded funds, you will be asked to provide:

- original receipts for all expenses and a completed [Expense Claim Form](#)
  - food and accommodation receipts must be the original receipt that details the expenses
- proof of attendance and/or presentation as per your application
  - proof of attendance can be your original name tag or a letter/e-mail from a faculty member who can confirm that you attended

- proof of presentation can be the original event pamphlet listing you as a presenter or a letter/e-mail from a faculty member confirming that you presented
- a brief report (300 to 1,000 words) describing your learning experience. This report will be distributed to the STAR Committee members and your faculty sponsor
- the URL to the conference

All documents are to be delivered to the Student Research Engagement Coordinator at the Scholarship, Research, and Creative Activity Office, Building 305/Room 452. Electronic packages will not be accepted.

Your award will be revisited if the activities and expenses were substantially different from those proposed in your application.

#### Contact information

For questions, contact: Kendra Stiwich, Student Research Engagement Coordinator at [kendra.stiwich@viu.ca](mailto:kendra.stiwich@viu.ca) or in Building 305 office 452.