Academic Joint Fund for Support of Graduate Student Research and Scholarship Application for Funding

Sponsored by: Western Research, the Society of Graduate Students, and the School of Graduate and Postdoctoral Studies, Western University

Western University is rich with academic activities that support graduate student research. From online speaker webinars and summer research internships to on-campus conferences and lectures, opportunities that support and promote Western graduate students' research are multi-faceted. The Academic Joint Fund, supported by Western Research, the Society of Graduate Students (SOGS), and the School of Graduate and Postdoctoral Studies (SGPS), aims to aid the creation and fulfilment of research-centered events.

Important Information
- The Academic Joint Fund is jointly administered to support the sharing of research, scholarship and creative activity in ways that will benefit graduate students at Western University.
- The maximum amount awarded to each successful application is **$1,000**.
- Applications will be adjudicated by a joint committee, made up of: Vice President Academic, SOGS; representative from Western Research; and Associate Vice-Provost, SGPS.

Who is eligible to apply?
Departments, graduate programs, graduate students, faculty – all members of the University Community that will be engaged in aiding in the support of graduate student research and scholarship – are eligible to apply. **A completed application must be submitted at least thirty (30) calendar days prior to the date of the event or activity.**

Rules and Regulations
1. All applications must include a budget that outlines all other sources of revenue (e.g., departmental sources of funding, donations, or registration fees) and estimated expenses.
2. Funds may be used to enhance accessibility and engagement through promotion, software, and/or equipment, that may not be otherwise available (e.g. closed-captioning services, sign language interpreters, social media advertising, website domain name purchasing, etc.)
3. Funds may be used to support the purchase of honoraria, awards, and/or gifts for speakers, presenters, and researchers external to Western.
4. If approved, the Fund recipients will provide a request to the host Faculty Director of Administration (or equivalent) along with original receipts.
   a. If the budget at the time of submission is based on estimates, please provide a follow-up to the VP Academic (academic@sogs.ca).
5. Applicants will be notified if their application is incomplete and will be asked to resubmit with recommended changes.

6. All individuals and organizations receiving funds **must acknowledge** that they received funding from Western Research, SOGS, and SGPS in any publications, broadcasts or advertisements of the supported event.

Applicant Profile

Name (Last, First Name)	
Student number:	
Western E-mail:	
Telephone Number:	
Hosting Organization (i.e., Department, Faculty, Graduate Student Association or Centre/Institute):	
Faculty Associate Dean – Graduate/Research or Faculty Director of Administration:	

Summary

Event title:	
Date(s) of event:	
Amount requested from Academic Joint Fund: (*Round to nearest dollar; max $1000*)	
Location of Event: In person: (Address, City, Country): Online: (Hosting platform):	
Estimated Number of Graduate Students (please separate out Master versus PhD and by Faculty if applicable) + Other Participants:	
Nature of Graduate Student Involvement:	

Signatures

Applicant's Signature

The information I have provided is, to the best of my knowledge, complete and accurate.

Applicant Signature	
Date	

Faculty Approval
(Faculty Associate Dean – Graduate/Research or Faculty Director of Administration)

As _____ , I support this request and agree that the proposed event is of significant academic merit to graduate students at Western University. Should this application be funded, the requested funds will be reimbursed for only the intended event purpose(s) as outlined in the budget.

Signature of Faculty Representative	
Date	

Equity, Diversity, Inclusion and Decolonization Considerations of Proposed Event:

How does your proposed event plan to incorporate and align with Western's commitment to
equity, diversity, inclusion and decolonization (EDI&D)This could include, but is not limited to, advertising methods, ensuring equity of access for participants, recognition of diverse perspectives within the event, sharing of resources/knowledge post event etc. Additional resources including self-reflection questions and promising EDI&D practices can be found here: https://www.uwo.ca/research/services/resources/edi.html

Knowedge Exchange Considerations of Proposed Event:

How does your proposed event promote knowledge exchange and what goals do you hope to achieve (eg., increased understanding, networking, training to adopt a skill etc.)? Please describe how your proposed event will help others (students, faculty, non-academic stakeholders etc.) engage with graduate students at Western and what benefits are anticipated for graduate students and/or Western. If your proposed event is a part of a broader knowledge exchange plan, please describe. Additional resources including definitions, examples and tools related to knowledge exchange can be found here: https://www.uwo.ca/research/services/kex/index.html

Please attach the following additional materials:

There is a maximum of four pages total (single spaced) for the attachments.

1. **Letter of Intent:** The Letter of Intent should include a description of the event (e.g., conference, speaker series) and describe the importance and relevance for graduate students, outline all key stakeholders involved, and how the event embeds EDI&D promising practices, where applicable.
2. **Detailed Budget:** The detailed budget should include an itemized list of all sources of revenue (program, faculty, external sources, registration fees, etc.) and itemized expenses.
   a. Explicitly state which items will be funded by the Academic Joint Fund by indicating ****Joint Fund*** next to the expense item.
   b. A detailed outline of all sources of support/revenue is required when total budget value is larger than the requested support amount.
   c. Refer to the detailed budget example on Page 6.
3. **Proposed Schedule of the Event**: Include a sample or finalized schedule such as a conference program or agenda.

Return the **fully completed application**, including **all signatures and additional materials**, as a single electronic document* (.DOCX or .PDF) by email to the Society of Graduate Students VP Academic via e-mail:
academic@sogs.ca

*Please name the file:
YYYYMMMDD_ApplicantName_EventTitle_JointFundApplication

Application Checklist:
Ensure all items are complete for a complete application
- ☐ Applicant Profile and Summary Boxes (Page 2)
- ☐ Signatures of Applicant and Hosting Organization (Page 3)
- ☐ EDI&D Practices (Page 4)
- ☐ Knowledge Exchange (Page 4)
- ☐ Additional Materials: Letter of Intent
- ☐ Additional Materials: Detailed Budget Outline
- ☐ Additional Materials: Proposed Schedule of Event
- ☐ All above materials compiled into single electronic document (.DOCX or .PDF)
- ☐ Compiled document named as requested:
  YYYMMMDD_ApplicantName_EventTitle_JointFundApplication

Detailed Budget Example:

Proposed Name of Event	Estimated Amount	Joint Fund Requested
REVENUE		
Departmental Funding	1615.00	
Academic Joint Fund	800.00	
Sponsorship - External	400.00	
Registration Fees	2000.00	
Sub-total	**4,815.00**	
EXPENSES		
Keynote Presenters - Honorarium		
Internal Speaker - Name	250.00	
External Speaker - Name	250.00	*Joint Fund
Sub-total	**500.00**	
Access Services		
Communication Access Realtime Translation (CART)	2000.00	
ASL Interpretation	1500.00	
Virtual Conference Hosting Platform	400.00	*Joint Fund
Sub-total	**3,900.00**	
Marketing		
Website Creation and Hosting Fee	240.00	
Facebook Advertisements	150.00	*Joint Fund
Poster Advertisement	25.00	
Sub-total	**415.00**	
TOTAL ESTIMATED EVENT COST	**4,815.00**	
JOINT FUND AMOUNT REQUESTED	**800.00**	