

# THOMPSON RIVERS UNIVERSITY

## COMPREHENSIVE UNIVERSITY ENHANCEMENT FUND REQUEST Conferences, Field Trips, Competitions

Please submit the completed and signed application to Linda Butt, OM1643, at least 7 days prior to a regularly scheduled meeting. Applications must be received and reviewed by the Committee prior to the date of the event. Retroactive applications will not be considered. The Committee meets every 1<sup>st</sup> and 3<sup>rd</sup> Thursday from September to June. Meetings during July and August are as required.

TRU Sponsor\* \_\_\_\_\_ Application Number \_\_\_\_\_  
\_\_\_\_\_ Date Received \_\_\_\_\_

\*Sponsors are strongly advised to read the CUEF guidelines regarding the sponsor's role before signing.

### PROJECT / ACTIVITY

Title \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Location \_\_\_\_\_

### DESCRIPTION OF PROJECT OR ACTIVITY

Please describe the project/activity, including its purpose, potential benefits to TRU and how it meets the CUEF objectives (please use additional space if required). Please refer to the Guide for specific objectives related to the category in which you have applied.

Does this activity relate to a CUEF-funded research project? Yes  No

**Students who have been awarded a CUEF UREAP Research Grant are not eligible for additional funding from the CUEF Conference fund to further support the research project. Applications for travel funds to attend conferences should be directed to UREAP, Office of the Associate Vice President Research.**

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**CONTACT INFORMATION**

TRU Sponsor\_\_\_\_\_

TRU Department\_\_\_\_\_

TRU Phone\_\_\_\_\_

E-Mail\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

**CATEGORY**

**Please check all that apply**

\_\_\_\_\_ Student Participation in Field Trips\*

\_\_\_\_\_ Student Participation in Conferences

\_\_\_\_\_ Student Participation in National Competitions

\_\_\_\_\_ Other

\*Field Trips in this context are **not** those regularly scheduled as a routine course activity (e.g. in Biology, Geography, Geology, Natural Resource Sciences, etc.), but are meant to be one-off unique activities that are the result of a special set of circumstances (e.g. an art exhibit that may be touring a nearby city, an exhibition of artefacts at a nearby museum, the opening of a new industrial plant or mine, etc.) and pertaining to the student's area of study. The field trip must be sponsored/supported by a faculty member or department.

**SUPERVISOR(S)**

Supervisor must be a TRU employee/TRU Liaison person.

Name\_\_\_\_\_

TRU Department\_\_\_\_\_

Signature\_\_\_\_\_

Phone #\_\_\_\_\_

Name\_\_\_\_\_

TRU Department\_\_\_\_\_

Signature\_\_\_\_\_

Phone #\_\_\_\_\_

Name\_\_\_\_\_

TRU Department\_\_\_\_\_

Signature\_\_\_\_\_

Phone #\_\_\_\_\_

**PARTICIPANTS**

Please list all participants involved in this project / activity (use additional space if required).

**Students must be in good standing at the time of application and at the time of the conference/competition/field trip (i.e. be registered in face-to-face credit courses and have no outstanding fees or fines).**

Student Name\_\_\_\_\_

Student Number\_\_\_\_\_

Phone #\_\_\_\_\_

E-Mail\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

Student Name\_\_\_\_\_

Student Number\_\_\_\_\_

Phone #\_\_\_\_\_

E-Mail\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

Student Name\_\_\_\_\_

Student Number\_\_\_\_\_

Phone #\_\_\_\_\_

E-Mail\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

Student Name\_\_\_\_\_

Student Number\_\_\_\_\_

Phone #\_\_\_\_\_

E-Mail\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

Student Name\_\_\_\_\_

Student Number\_\_\_\_\_

Phone #\_\_\_\_\_

E-Mail\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

**COMMENTS BY: CHAIRPERSON / DIRECTOR / CHAIR / COORDINATOR / SPONSOR**

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Signature\_\_\_\_\_

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

Title\_\_\_\_\_

Department\_\_\_\_\_

**DEAN'S COMMENTS**

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Signature\_\_\_\_\_

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

**FINANCIAL INFORMATION**

Have you ever applied to the CUEF before? Yes\_\_\_\_\_ No\_\_\_\_\_

If you have received funding, please describe the project / activity, date and amount received.

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## **BUDGET**

Please provide a budget detailing your financial requests. Be clear about the amount you are requesting. Include in your budget the total cost of your activity, other sources of funding applied for, any fundraising you have done to support this project, and all other sources of funding applied for (both at TRU and external to TRU). Hotel Rates: based on double occupancy. Students must look for the best rate possible, a government rate if possible.

**Students who have engaged in fundraising activities on their own will be given higher priority; therefore, fundraising is strongly encouraged.**

Successful applicants may be eligible for an advance before departure to cover the costs of travel and registration.

Not all applications can be funded. Hence, you should not expect guaranteed funding.

**If your application is successful you will be required to submit a follow-up report on the talk/lecture. Failure to submit a report within 14 days of the lecture/seminar may affect future funding, and may also result in the sponsor losing the right to sponsor future activities. The sponsor is responsible for submitting all original receipts.**