

# 2021-22 Conference, Research & Small Equipment Award

## Department of Philosophy Graduate Program Western University

The Conference, Research and Small Equipment Award is a fund created by the Faculty of Arts and Humanities' Department of Philosophy to support all registered Philosophy graduate students as they continue to participate in academic conferences, obtain required research materials, and purchase small technical equipment. This fund aims to address the changes in support needed as academic work has largely moved online for the course of the COVID-19 pandemic. All applications are subject to approval by the Philosophy Graduate Chair.

**Award Amount:** up to \$300 (non-travel) or up to \$600 (travel)

**Pre-Approval Application Deadlines:** November 8<sup>th</sup>, 2021 (for expenses between May 1 – December 31, 2021)  
February 1<sup>st</sup>, 2022 (for expenses between January 1 – April 30<sup>th</sup>, 2022)

**Reimbursement Application Deadline:** April 30<sup>th</sup>, 2021 (at latest)

### **Applicant Eligibility Criteria:**

- ✓ Applicants must be actively registered full-time and in good standing in the Department of Philosophy graduate program at the time of expense claim submission.

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### **Eligible Expenses:**

Conference/Research Related Travel (flights, bus, train, taxi, accommodations, etc.)  
Conference Registration & Required Membership Fees  
Research Materials (academic books, paper, pens, etc.)  
Small Equipment (webcam, headphones, scanner, printer/cartridges, etc.)

- ✓ Travel must abide by current Western University protocols.
- ✓ If the funds are to be used for travel expenses, the student must present a paper and at a conference or be participating in research that is relevant to the student's academic research area. Please note that commentaries on papers are not eligible for travel expense reimbursement.
- ✓ Non-travel expenses must be entirely covered by the \$300 award amount. The award cannot be used to partially fund larger expenses. For example, a receipt for a \$500 monitor will not be approved as it exceeds the maximum award amount.
- ✓ Registration and membership fees for attendance at academic conferences relevant to a student's research may be approved under Non-Travel Expenses. Attendance at the conference must still abide by current Western University travel protocols.

Administrative staff must follow travel/expense reimbursement guidelines permitted by Western's Finance Department. If you are unsure if your expense is eligible, please ask Meghan Magowan ([m.magowan@uwo.ca](mailto:m.magowan@uwo.ca)) or Elisa Kilbourne ([finelb@uwo.ca](mailto:finelb@uwo.ca)).

Graduate students are advised to retain all hardcopy/original receipts. Receipts for expenses must be dated between May 1st, 2021 and April 30th, 2022.

### **Ineligible Expenses:**

Internet  
Cell phone/cell phone expenses  
Computers (laptops/desktops/tablets)  
Software  
Travel Expenses when not presenting a paper at an academic conference or participating in formal research

## A: Pre-Approval Application

Student ID:		Application Date:	
Name:			

Please complete the relevant section below and submit to [philgradoffice@uwo.ca](mailto:philgradoffice@uwo.ca).

### Travel Expenses (Conference or Research)

**Award Amount: up to \$600**

Description (Conference Name or Type of Research):

Dates:

Location:

Has your paper been accepted?

If no, expected timeframe of acceptance:

Justification of the importance of this travel for your research:

Estimated Cost:

**ATTACHMENTS REQUIRED:**

Copy of the presentation abstract and a copy of the acceptance for presentation (if available at time of application).

Copies demonstrating estimated costs (flight itineraries, accommodation fees, etc.)

### Non-Travel Expenses

**Award amount: up to \$300**

Description of Planned Expenses:

Justification of expense for your research:

Estimated Cost:

## B: Reimbursement Application

Please complete and submit to [philgradoffice@uwo.ca](mailto:philgradoffice@uwo.ca) after expenses are approved.

<b>Student ID:</b>		<b>Application Date:</b>	
<b>Name:</b>			

<b>Type of Reimbursement:</b>	<input type="checkbox"/> TRAVEL <input type="checkbox"/> NON-TRAVEL
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**Checklist:**

- ✓ Attach legible copies of original detailed receipts listed below (bank statements not accepted).
- ✓ Assign authority to Meghan Magowan/Elisa Kilbourne in [Western Financials](#) to enter expenses ([Log in](#) > Expense Reimbursement > Delegate My Expense Entry).
- ✓ Travel must be complete before reimbursement. Submit reimbursement application within 60 days of travel.

Attached Receipts		
Description of Expense	Date on Receipt	Total on Receipt