

Tuum Est Student Initiative Fund

Conference application resource

Note: This resource has been created to assist you with fully answering the application questions. **This is not the application itself.** Please complete the appropriate Qualtrics survey to [submit your application](#) by the applicable [rolling deadline](#).

1. Personal information

- Your name
- Current contact information
- Program details

2. Conference overview

- Please read through the [eligibility requirements and criteria guidelines](#) thoroughly.
- Be prepared to share detailed information about the conference. Questions may include:
 - What is the name of the conference?
 - Why would you like to attend this conference?
 - Are you presenting? If yes, tell us more about your presentation.
 - How does attending this conference impact the [Three Pillars of the Tuum Est Student Initiative Fund](#)?
- If this conference takes place in the United States, connect with a Go Global Advisor in the Global Engagement Office (GEO). [Contact Go Global](#) to book an appointment.

3. Conference timeline

- Prepare a detailed timeline that includes the following:
 - Date and time of the conference
 - Total number of days travelled
 - Transportation arrangements

4. Funding details

- Your budget should be as detailed as possible. You will be required to submit a budget in a .xlsx or .docx format. Refer to the [template](#) provided on the Tools and Resources page when developing your budget.
- Be prepared to answer the following:
 - Have you sought out [additional funding](#) for your conference? Have you spoken to your supervisor or faculty about additional funding?
 - Have you explored [UBC Meals Per Diem & Mileage Rates](#) for up-to-date details about conference-related travel costs?
 - What is the total amount of funding requested?
 - Have you received Tuum Est funding in the past to attend this conference?
 - Would you be able to attend this conference without this funding?

Reminder: All Tuum Est Student Initiative Fund applications should be reviewed by a Tuum Est Student Advisor prior to submission. To book an appointment, [contact us](#).