UPDATED!

FEAST CENTRE CONFERENCE REGISTRATION FUND

The Feast Centre for Indigenous STBBI Research is pleased to provide financial support of up to $2000 CAD for **Feast Centre team members** and **community-based researchers and community members** nominated by Feast Centre team members to register in conferences that contribute to their expertise in the field of Indigenous STBBI research. Applicants are eligible to access this fund **one time per fiscal year.** Preference will be given to applicants who are presenting, speaking, or are otherwise significantly part of the conference agenda, or are presenting Feast Centre funded research.

# What is the level of funding?

We have set aside a total of $20000, to fund at least ten applications throughout a fiscal year. Successful applicants can choose to be reimbursed for the conference registration cost, or to have their registration paid for by the Feast Centre, up to a maximum of $2000 CAD.

**Can this fund be used to reimburse other costs associated with travel or accommodation?**

No. This fund is meant to pay for registration costs and cannot be used to cover other costs associated with travel or accommodation to attend conferences.

# Who is eligible to apply for the Feast Centre Conference Registration Fund?

Those eligible for this fund include Feast Centre team members or community-based researchers and community members nominated by Feast Centre team members.

# Required Documents

For consideration, the following attachments must be completed and included in your application:

* Attachment A: Application form
* Attachment B: Nomination form if nominating a non-Feast Centre Team applicant.

# What is the review process?

Proposals will be reviewed by members of the Feast Centre Review Committee. Reviewers will evaluate eligible submissions and candidates will be notified of funding decisions, normally within one month of submission. All eligible applicants will be notified before March 31, 2024.

# How are funds released?

Recipients will be asked to identify how they would prefer funds to be released. Funds can be released in one of two ways:

1. The Feast Centre can pay conference registration costs directly if the cost is under $2000 CAD. In this case, a representative from the Feast Centre will confirm identifying information necessary for registration.
2. Applicants can choose to be reimbursed up to $2000 CAD with proof or receipt of payment. Reimbursements may take 4-6 weeks to process.

# Reporting Requirements

By accessing this fund, applicants agree to submit a written reflection of 2-3 double-spaced pages, describing what was gained through their participation in the conference and its impacts related to Indigenous STBBI research. For example, reflections may describe new network connections or contacts, community relation, knowledges and experience, feedback received, or critical questions raised. This reflection is due no later than two weeks after the conference has ended. Team Members must submit their reflection to remain eligible for future funding from the Feast Centre.

# How do I submit my application?

Applications are to be submitted electronically.

1. Save your completed application (with original signature) as one PDF and send it to **feastapp@mcmaster.ca.**
2. Your email subject line should include the title “Conference Fund” and the applicant’s name.

Any information provided in the application, including supporting documentation, may be subject to clarification and/or verification for authenticity and accuracy.

**The Feast Centre Conference Registration Fund**

**Attachment A: Application Form *(required)***

**Applicant Information**

|  |  |
| --- | --- |
| Name: | |
| Phone: | Email: |
| Institutional affiliation: | Preferred mailing address: (*Building, street, city, province/territory, pc)* |
| Signature: | |

**Conference Information**

|  |
| --- |
| Conference name and date(s): |
| Conference description: *Provide a short description of the conference and describe how you will be involved. Include (if applicable) a summary of any events that you will contribute to (for example, if you are presenting or exhibiting a poster). Include any available links to detailed information such as the conference agenda or webpage.* | |
| Conference registration fees: *Indicate how much funding you are requesting in CAD. Include a link to the registration page if available.* | | |

**The Feast Centre Conference Registration Fund**

**Attachment B: Nomination Form *(optional)***

If you are a Feast Team member nominating a community-based researcher or community member for this opportunity, please complete this nomination form.

**Feast Centre Team Member Information**

|  |  |
| --- | --- |
| Name: | |
| Institution: | |
| Phone: | Email: |
| Feast Centre team member signature: | |

Please provide a brief paragraph describing your relationship with the applicant and how you believe that they would benefit from attending the conference, through Feast Centre funded support.