



The Dr. Margaret-Ann Armour National Conference Grant

About the Dr. Margaret-Ann Armour National Conference Grant

The Dr. Margaret-Ann Armour National Conference Grant is administered by the NSERC Chairs for Women in Science and Engineering (CWSE) National Network. Applications for funding are accepted three times per year. Applications may be submitted by individual students, professors, administrators or professionals during the intake periods. All received applications will be reviewed for approval.

Intake periods are:

Winter: January 7 to January 15

Summer: May 7 to May 15

Fall: September 7 to September 15

Budget

The funds are intended to be distributed among disciplines and among the five regions assigned to each of the five Chairs across Canada. Grants of up to \$2,000 will be considered.

Eligibility Criteria

The objective of the Dr. Margaret-Ann Armour National Conference Grant is to support the organization of non-profit **national conferences and workshops**, either in-person or virtual, that have a main goal of contributing to the advancement and retention of women in STEM in Canada. Eligible activities for consideration include those that:

- Aim to enhance women's participation in STEM;
- Promote women's leadership participation;
- Complement student education

If you have already received funding from the Dr. Margaret-Ann Armour Conference Grant twice in the last five years, you will not be eligible for funding.

Application Process

Application forms along with a cover letter must be submitted by email to cwsecfsg@gmail.com

Each applicant must submit the Dr. Margaret-Ann Armour National Conference Grant application form fully completed. The application includes the following sections:

- Contact information



- A description of the event/workshop
- A clear description of the **national scope** of the proposed event and how it will contribute to the advancement and retention of women in STEM in Canada
- Expected number of participants, number of women/girls, to be engaged
- A proposed budget that includes all expenses and current and/or potential sources of funding
- Details on how the grant money would be spent
- A description of what the participants will gain from the event
- A description of how you intend to share the knowledge gained
- A statement that the applicant has read, understood and complies with the information presented in the application submission.

Evaluation Process

Applications will be evaluated individually by the five NSERC Chairs. The decisions of the Chairs are final and are not subject to appeal.

Applications received after the event has taken place will not be considered. It is therefore important that the event under consideration should be planned for at least 8 weeks after the application intake period.

After the evaluation, an email message will be sent to all applicants informing them of the funding decision and reporting requirements in the event of a favourable decision.

Conferences/workshops that have not benefited from previous CWSE National Network funding will be prioritized.

Eligible Expenditures

- Registration fees, meeting materials, meeting expenses, meals for participants.
- Travel expenses for participants to travel to your event: Travellers are encouraged to use the most economical travel arrangements available and suitable to the travellers' needs. Applications quoting high fares due to lack of planning will not be considered favourably.
 - Transportation (airfare, train, bus, car)
 - Accommodations
 - Meals (if not included in the conference). If the maximum allocated for each meal is exceeded the fund will only cover the portion allocated.

The funds will not cover, under any circumstance, the purchase of alcohol.

Post Award Guidelines

To process the grant payment, successful applicants will need to invoice the CWSE Network, further details will be given upon confirmation of funding.

If reimbursement is the chosen form of grant payment or if grant money is going towards travel reimbursement, successful applicants need to send by mail or email:

- Letter of acceptance.



Chairs for Women in Science and Engineering
Chaires pour les femmes en sciences et en génie

- Original invoices, receipts and boarding passes.
- Travel reimbursement form fully completed and signed if applicable.
- Post-event correspondence should be sent by email to cwsecfsg@gmail.com within 60 days of the event and must contain:
 - Summary description of the event
 - Impact of the conference or the learning experience related to this activity
 - Pictures of the event
 - Numbers of participants (Number of female/male participants).
 - Communities reached
 - Regions impacted
 - Outcomes and any metrics if available
 - Summary of social media communications and how the CWSE National Network was acknowledged

Invoices should be made out to:

University of British Columbia
c/o Jennifer Jakobi
1147 Research Road
Kelowna, BC
V1V 1V7

Additional Information

Information requests can be sent to cwsecfsg@gmail.com

The proposal need not be longer than 3 pages.

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APPLICATION FORM

The Dr. Margaret-Ann Armour National Conference Grant has been established to provide funding for non-profit **national conferences and workshops** (both virtual and in-person) that contribute to the advancement and retention of women in STEM in Canada. Please complete this form and submit to the NSERC Chairs for Women in Science and Engineering (CWSE) National Network (email: cwsecfsg@gmail.com).

CONTACT INFORMATION

First Name:

Last Name:

University/Organisation:

Address:

Phone #:

Email Address:

DESCRIPTION OF ACTIVITY – CONFERENCE DETAILS

Conference or Workshop Name:

Location:

Start Date:

End Date:

How will your conference or workshop benefit women in STEM in Canada? Please select all that apply:

Activities to enhance women's participation in STEM

Activities that promote women's leadership participation

Activities that complement student education



Please elaborate on these initiatives here and be sure to include how this conference/event aims to contribute to the advancement and retention of women in STEM, the national scope of the event, and how many participants are expected (both male and female):

Please include conference or workshop details (i.e. program, link to website, social media handles, etc.)

How do you or your organization expect to benefit from the activity? What will participants gain?

The proposed budget (including all expenses and other sources of funding) and plan for how grant funds would be used.

Describe how you intend to share the knowledge you will gain from this experience with your peers, partners, stakeholders or the public.

I, _____
(Name of applicant)

have read, understood and will comply with the information presented in this application.

Signature of Applicant

Date

Note:

- All applications must be submitted at intake periods (January 7 to January 15; May 7 to May 15; September 7 to September 15) and at least 8 weeks prior to the event.
- Applications will be reviewed by the National Network of CWSE and all applicants will be notified by email.
- Following the event, approved applicants must request by email the expense reimbursement form, then complete and submit the form along with all pertinent receipts and the approval email. In many cases an invoice may take the place of a reimbursement form.

Receiving funding pursuant to this application does not constitute university sponsorship of this event. The CWSE National Network assumes no liability arising out of or in consequence of the attendance or participation in the event. The personal information requested on this form will be kept confidential and used only for the purpose of the application.