



Chairs for Women in Science and Engineering /  
Chaires pour les femmes en sciences et en génie  
Chairs for Inclusion in Science and Engineering /  
Chaires pour l'inclusion en sciences et en génie

## 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) and Chairs for Inclusion in Science and Engineering (CISE) 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 CWSE-CISE Regional Chairs across Canada. Grants of up to \$2,000 will be considered.

### Eligibility Criteria

The Dr. Margaret Ann Armour National Conference Grant has been established to provide funding for non-profit national conferences and events (both virtual and in-person) that contribute to the advancement and retention of people identifying as women in Science, Technology, Engineering, Math (STEM) in Canada. Eligible activities for consideration include those that:

- Aim to enhance women's participation in STEM;
- Promote women's leadership participation;
- Complement women student education in STEM fields;
- Complement student education regarding Equity, Diversity and Inclusion

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

Applications (in English or French) can be found, and must be submitted at:

[https://ubc.ca1.qualtrics.com/jfe/form/SV\\_2mZmwn2vHI8KMg6](https://ubc.ca1.qualtrics.com/jfe/form/SV_2mZmwn2vHI8KMg6)

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 (including genders if possible)
- 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 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 NSERC CWSE-CISE 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 for successful applications.

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

### Eligible Expenditures

- Registration fees, meeting materials, meeting expenses, meals for participants
- Travel (airfare, train, bus, car) expenses for participants to travel to your event: Travelers are encouraged to use the most economical travel arrangements available and suitable to the travelers' needs. Applications quoting high fares due to lack of planning will not be favourable.
- Accommodations
- Meals (if not included in the conference). If the maximum daily allocation for meals 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 efficiently, successful applicants will need to invoice the CWSE-CISE National Network. Further details will be given upon confirmation of funding.

If reimbursement is preferred, successful applicants will need to email:

- 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](mailto: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
  - Pictures of the event
  - Numbers of participants (Number of female/male participants).
  - Communities reached and/or regions impacted
  - Outcomes and any metrics if available
  - Summary of social media communications and how the CWSE-CISE 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 requests can be sent to [cwsecfsg@gmail.com](mailto:cwsecfsg@gmail.com)

### **Note:**

- All applications must be submitted at intake periods (January 7 to January 15; May 7 to May 15; September 7 to September 15) at least 8 weeks prior to the event.
- Applications will be reviewed by the CWSE-CISE National Network of 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-CISE 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.*