



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) 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** that contribute to the advancement of women in STEM in Canada.

Eligible activities for consideration include

- Activities to enhance women's participation in STEM
- Activities that promote women's leadership participation
- Activities that complement student education.



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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 or program.
- A clear description of the **national scope** of the proposed event.
- Expected number of participants, number of women/girls.
- A proposed budget that includes all expenses and sources of funding.
- Other sources of funding.
- A description of what the participants will gain from the event or program.
- A description of how you intend to share the knowledge gained.
- A statement that the applicant has read, understood and complied with the information presented in the application submission.

Evaluation Process

Applications will be evaluated individually by the 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 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: Applicants 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.

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

Post Award Guidelines

To process the payment or reimbursement, successful applicants need to send by mail or email:

- Letter of acceptance.
- Original invoices, receipts and boarding passes.
- Travel reimbursement form fully completed and signed if applicable.
- Post-Conference correspondence should be sent by email containing:
 - 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 Ottawa
c/o Prof. Catherine Mavriplis
National Network of NSERC CWSE
Dept. of Mechanical Engineering
161 Louis Pasteur, A331
Ottawa, ON K1N 6N5

Additional Information

Information requests can be sent to cwsecfsg@gmail.com

The proposal need not be longer than 3 pages.



The Dr. Margaret-Ann Armour National Conference Grant

APPLICATION FORM

The Dr. Margaret-Ann Armour National Conference Grant has been established to provide funding for non-profit **national conferences** and workshops that contribute to the advancement 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: _____

Please select all activities that apply to the Conference/Event you are trying to attend

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:

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Please include conference or workshop details (i.e. brochure, 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).

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



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Please include:

- A clear description of the **national scope** of the proposed event.
- Expected number of participants, number of women/girls.

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.