



## Graduate Student Conference Travel Grant

The goals of this grant are to support graduate students in the Faculty of Education—who is the first author and presenter of a paper/poster session/workshop at a local/national/international conference—by providing financial support when students must travel to present their work at conferences and increasing opportunity for all graduate students to build and enhance their scholarly profiles/track records.

### Eligibility:

- Graduate students must be registered as a full-time graduate student at the time of application and reimbursement, (students on official on-leave status are not enrolled full-time),
- The conference must take place while the student is enrolled full-time in a graduate-degree program,
- be first author or presenter at a local, provincial or national/international conference,
- not be in excess of \$750 in previous Office of Research-awarded travel funding in your current degree,

**Maximum Coverage:** maximum \$750 (per degree)

**Eligible costs:** Eligible costs include transportation (airfare, booking fees, etc.), accommodation, conference registration, meals, and incidental travel expenses.

**Please submit original receipts. Applications should be submitted within 30 calendar days after the return of the trip, with proof of attending the conference.**

### Applications steps

1. Download Conference Travel Grant Application Form (*link below*).
2. Application form, completed and signed by both student and student's supervisor.
3. Abstract of paper, outline for workshop, or overview of poster.
4. Written invitation or confirmation, addressed to the student, to present at a conference (email confirmation is acceptable). If a personalized letter/email is not available, please submit your generic acceptance letter AND a copy of the conference program where you and your presentation title are clearly listed.
5. Fill out the list of travel expenses, attach original receipts.
6. Submit completed Conference Travel Grant Application Form to the Finance Office located on the 6<sup>th</sup> floor, Scarfe 2603.
7. Applications will be checked for eligibility and approved by the Finance Office.
8. The Finance Office will process the application form and students will receive funds in 5-10 business days.