

## **Earth Sciences Conference Travel Grant**

### **2023/24 academic year**

The Earth Sciences Conference Travel Grant provides St. George-based graduate students with funding to support travel to attend and present research results at academic conferences. Students based at UTM or UTSC should apply for funding from those campuses.

#### **Student Eligibility**

The travel grant is open to all research stream PhD and selected Master's students who are affiliated with the St. George campus of the University of Toronto and are supervised by a St. George faculty member. Applications from Master's students will be reviewed by the Graduate Affairs committee based on the application and a letter from the supervisor.

Eligible students must satisfy the following departmental requirement:

- attend at least eight seminars/colloquium series per year, four of which must be at the Earth Sciences Department (including Rockfest)

#### **Grant Purpose & Timing**

Travel grants are provided to fund graduate student travel to attend and present at scientific conferences, summer/winter schools and workshops. Other research travel purposes, such as off-site data collection or collaboration, are not eligible purposes.

The granting year runs from September 1, 2023 to August 31, 2024. Grants will reimburse students who have paid for or attended a conference in this time period. For example, reimbursement can be sought for a conference paid for before August 31, 2024, but is scheduled to take place after August 31, 2024. Students may be awarded more than one travel grant up to a combined maximum of \$1,000 annually. Supervisors are expected to contribute funds to cover the expenses.

#### **Application Process & Deadlines**

The **Conference Travel Grant Application Form** must be completed and a copy of the student's one-page conference abstract or details of the school/workshop attached. **The conference/workshop MUST be relevant to your current degree program as well as bring scientific value to your research studies.** The form must be signed by both the student and the supervisor before being submitted to Scott Moore. Results of the application will be sent via e-mail to the student.

All applications should be submitted **at least 1 month in advance** of the intended travel. Travel must be completed within six (6) months of the submission. Students travelling outside of Canada must register with the Safety Abroad Office (<https://learningabroad.utoronto.ca/safety-abroad/students>)

Students may also apply for the SGS Travel Grant (<https://www.sgs.utoronto.ca/awards/sgs-research-travel-grant>)

### **Adjudication**

Travel grant requests are subject to the Associate Chair, Graduate's approval for PhD students and the Graduate Affairs Committee's approval for master's students. Travel grant requests will be awarded to all eligible applications if the allotted funding for the granting year has not been exhausted. If the total sum of grant requests exceeds the allowable funding, priority will be given to:

1. Applicants who have not received Earth Sciences travel grants in previous years;
2. Applicants who are close to the end of their degrees;
3. Applicants who have obtained external travel support (SGS Travel Grant, conference organizer, etc.)

### **Expense Eligibility & Reimbursement**

Eligible expenses include conference registration, and accommodation and transportation if the conference is being held in person. These expenses require submission of receipts/proof of payment. A per diem reimbursement of \$80/day in Canada or \$100/day outside of Canada may be claimed for meals when travelling. The grant will be paid once all receipts have been submitted.

# Earth Sciences Conference Travel Grant Application

Return the completed and signed form and the one-page attachment to Scott Moore prior to travel.

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Program: \_\_\_\_\_ Program Year: \_\_\_\_\_  
Expected Degree Completion Date: \_\_\_\_\_  
Conference Details (include name, location, and dates): \_\_\_\_\_

Title of Paper/Poster: \_\_\_\_\_

## Anticipated Trip Expenses

Travel: \_\_\_\_\_

Conference Fees: \_\_\_\_\_

Hotel/Accommodation: \_\_\_\_\_

Food/Per Diem: \_\_\_\_\_

Total Costs: \_\_\_\_\_

## Funding Sources

Supervisor: \_\_\_\_\_

### ES Request:

Enter the amount that you are requesting.

Total Funding: \_\_\_\_\_

## Relevant Statement & Abstract

Applicants must submit a maximum one-page attachment, which provides: (1) a brief statement of how the travel will be relevant for the student's career; and (2) the abstract of the research to be presented.

## Supervisor Endorsement

I have reviewed this application and approve that this conference is relevant to above student's degree program and research studies. Therefore, I support this ES GS travel grant request.

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CFC Account: \_\_\_\_\_

## Student Acknowledgement

I acknowledge that I will comply with [U of T's Policies and Guidelines for Travel and Other Reimbursable Expenses](#). If traveling outside of Canada, I have registered with the Safety Abroad Office.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I will attend at least eight seminars this academic year, four of which will be at the Department of Earths Sciences.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Chair's Signature: \_\_\_\_\_

Date: \_\_\_\_\_