

## ES SG Departmental Travel Grant - 2018/19 academic year

The ES Department St. George campus (ES SG) provides graduate students funding to support travel to attend and present research results at academic conferences.

### Student Eligibility

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

Eligible students must satisfy the following departmental requirement:

- attend seminars/colloquium series, including Rockfest (at least 10 seminars per year)

### 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 1st - August 31st and students may be awarded more than one travel grant up to a combined maximum of \$2,500 annually. Any unused balances will be returned to the funding pool at the end of each granting year. In special circumstances, when the timing of the events is close to July 1st, students may request a carry forward or an advance. All such requests are at the sole discretion of the Graduate Committee Affairs.

### Application Process & Deadlines

The **ES SG 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. Master's students must also provide a letter from their supervisor. Results of the application will be sent via e-mail to the student.

All applications must be submitted **at least 1 month in advance** of the intended travel. Travel must be completed within six (6) months of the submission.

## **Adjudication**

Travel grant requests are subject to the Chair'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 ES SG 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, conference organizer, etc.)

ES SG Travel Grants have no matching fund requirement.

## **Expense Eligibility & Reimbursement**

Expense reimbursement claims must be in accordance with the [Travel and Other Reimbursable Expenses - Policies and Guidelines at University of Toronto](#). For a quick reference list for expense reimbursements, please follow this [checklist](#). Upon trip completion, students must submit an [expense reimbursement claim](#) for the eligible expenses incurred. The claim must be supported by original receipts/proof of payment (itemized and in the order of presentation on the claim form), boarding passes and the conference program.

# ES SG Graduate Student Travel Grant



Return the completed and signed form and the one-page attachment to Scott Moore prior to travel. Full ES SG travel grant guidelines are available by request.

## Application

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 SG Request: \_\_\_\_\_  
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 SG 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](#).

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

Chair's Initial: \_\_\_\_\_

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

Last modified: February 2019