# Faculty of Education Graduate Student Travel Award Application

## Purpose

The **Graduate Student Travel Award** supports Faculty of Education graduate students in presenting their work at academic and professional conferences. This funding helps students benefit from interactions with both researchers and scholar-practitioners, fostering knowledge exchange and professional growth.

## Amount

* Expenses for conference trips may be reimbursed to a **maximum of $3000** for Masters and Doctoral students per fiscal year (i.e., **May 1 - April 30**) for attending one or more conferences during the same fiscal year.
* Expenses for conference trips may be reimbursed to a **maximum of $1500** for Ed.D. students per fiscal year (i.e., **May 1 - April 30**) for attending one or more conferences during the same fiscal year.

## Eligibility

* Applicants **must** be current **full-time graduate students** in the MA, PhD, or EdD programs in good standing at the Faculty of Education and **must not** be beyond the traditional funding period (i.e., beyond four years for a PhD student, beyond two years for an MA student) at the time of application.
* More than one application may be made for conference travel by the same student in the same competition. Students will not receive more than the maximum amount ($3000 for MA/PhD students, $1500 for EdD students).
* Each conference must be applied for separately.
* The applicant must present at the conference.
* Applications will be accepted if official confirmation of the paper/presentation's acceptance is not available at the time of application, but any award will be encumbered until the required documentation is provided to the Research Office.

## Submissions

This competition normally runs two times per year, in April and October.

The competition deadline is **April 15** and **October 15**

Complete applications, including the applicant’s signature, may be submitted to the Education Research Office via the [**ONLINE SUBMISSION PORTAL**](https://forms.office.com/Pages/ResponsePage.aspx?id=TaaTrQ2tzU6y_eU84Vllvhi9le4B5JFGuLVn6yEljaZUMEUzS01USU9BSE81UVRGMlNGN0tYOUgzSS4u) by **April 15 or October 15 before 4 pm**. Late applications will not be accepted. The applicant is responsible for ensuring that the application is complete.

## Travel Periods

* Conferences applied for in the **April 15** competition **must begin on or after May 1** of that same year. Travel for conferences applied for in the **October 15** competition must be completed in time for students to submit their online travel expense claim on or **before April 15** of the following year
* Students have up to **60 days** after a conference to complete the [**ONLINE EXPENSE FORM**](https://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html)
* Expenses must be claimed and processed before the end of the fiscal year (**April 30**).
* Once the student has received reimbursement, any unspent balance will revert to the fund.

## Budget Justification

An adequate budget justification is required. Travel requests must comply with [**Western policies and regulations**](https://www.uwo.ca/finance/procurement/preparing_to_travel/index.html) and will cover travel, subsistence, and accommodation costs only.

Please provide detailed explanations and/or quotations of costs, including transportation, accommodation, meals, and membership/registration fee, as attachments.

Original receipts will be required when travel claims are processed.

### Air and train fare & car rental

Applicants are expected to use the most economical means of transportation and to take advantage of seat sales and travel discounts whenever possible.

### Mileage

Mileage costs must be calculated using established [**Western rates**](https://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html).

### Meals and Accommodation

Under "meals and accommodation" in the budget, applicants should provide their best estimate of the cost of their subsistence for the travel period. Requests must be well justified and include detailed information as to destination and length of stay. Please refer to [**Western’s Meal and Accommodation Guidelines**](https://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html) for information on specific meal allowances, per diem, and accommodation rates.

### Ineligible Expenses

* The costs of preparing a paper for presentation.
* The cost of alcoholic beverages cannot be reimbursed from this fund.

## Adjudication

The Faculty of Education Research Committee will adjudicate applications.

Priority will be given to applicants:

* who are presenting as the first author,
* participating broadly in the conference,
* have provided a clear rationale for choosing the conference, and
* are in the second year of their MA or the second through the fourth year of their PhD program.

Award distribution will depend on the number of eligible applicants and the available funds.

## Use of Funds

Funds may **only be used** for the conference described in the application and expenses justified in the original application.

The use of money awarded to a graduate student for travel is governed by Western University’s travel policy which can be found on the University's website at [**Travel and Expenses Reimbursement Policies**](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216_procedure.pdf) and [**Travel and Expenses Reimbursement**](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216.pdf). Applicants are personally responsible for any over-expenditure and are expected to be fiscally responsible with funds provided by the Faculty.

When making travel arrangements, “value for money” considerations must be paramount.

Carefully consider costs, mode of travel, travelling time, accommodations and convenience.

## Final Reports

The final report must be submitted via the [**ONLINE FINAL REPORT FORM**](https://forms.office.com/Pages/ResponsePage.aspx?id=TaaTrQ2tzU6y_eU84Vllvhi9le4B5JFGuLVn6yEljaZUNzNXTjZTQkYxUE5HWEE0TTNXQ1FRUUg5Ty4u) to the Research Committee no later than **ONE MONTH** after the conference. It must also be submitted **before** the expense reimbursement request. Failure to do so may jeopardize a student's eligibility for future competitions.

## Questions

All questions should be directed to the Research Officer, Faculty of Education ([**edu-researchoffice@uwo.ca**](mailto:edu-researchoffice@uwo.ca)).

## Part 1: Applicant Information

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant’s Name:** |  | | | | | | |
| **Western Email Address:** |  | | | | | | |
| **Program:** | PhD | | MA | | | EdD | |
| **Year:** | 1 | 2 | | 3 | 4 | | 5+ |
| **Supervisor:** |  | | | | | | |

## Part 2: Conference Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Conference Name:** | |  | | | |
| **Conference Location:** | |  | | | |
| **Is this an annual conference in your area?** Yes No | | | | | |
| **Conference Start Date:** | |  | | **Conference End Date:** |  |
| **Date Leaving Western:** | |  | | **Date Returning to Western:** |  |
| **Title of Presentation:** | |  | | | |
| **Type of Presentation:** | |  | | | |
| **Confirmation of Acceptance of Paper Attached:** Yes Not Yet Accepted | | | | | |
| **Expected Notification Date of Acceptance:** | | |  | | |
| **Conference abstract (or a brief outline of the subject matter):** | | | | | |
| **Conference website or call for papers:** | |  | | | |
| **Your Role:** | Solo Author/Presenter First Author Co-Author Co-presenter  Discussant Committee/Advisory Member Keynote/Invited Speaker | | | | |
| **Other Roles at Conference (provide details):** | |  | | | |
| A brief statement indicating the rationale for choosing to attend this conference: | | | | | |

## Part 3: Other Required Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Have you previously received the conference travel award?** Yes No | | | | |
| **If yes, please specify when you received the award and the amount.** | | | | |
| **Do you have other sources of funding that you could use for this conference?** | | | Yes | No |
| **If yes, how much?** |  |  | |  |

## Part 4: Budget and Justification

Attach complete budget justification showing the source of info (screenshots of airfares, links to hotel rates, etc.) and explaining the fiscal responsibility of the choices made. Remember to check the conference website for special rates and offers, meals included with registration, free airport shuttles, etc.).

[**Current Mileage and Meal Reimbursement Rate**](https://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html)

[**Other Travel Rates/Info: Preparing to Travel**](https://www.uwo.ca/finance/procurement/preparing_to_travel/index.html)

|  |  |  |
| --- | --- | --- |
| **Expense Category** | **Description** | **Amount** |
| **Mode of Transportation** |  |  |
| **Accommodation** |  |  |
| **Meals** |  |  |
| **Membership/Registration** |  |  |
| **Other Expenses (Please Specify)** |  |  |
| **GRAND TOTAL** |  |  |

## Part 5: Signature

|  |  |
| --- | --- |
| Signature of Applicant: |  |
| Date: |  |
| Signature of Supervisor: |  |
| Date: |  |

## Part 6: Supporting Documents

Attach the following Supporting Documents:

1. Confirmation of Acceptance

[**Submit**](https://forms.office.com/r/ZpVkQ60PVP)