

Western University
Research Committee, Faculty of Education

Ed. D. GRADUATE STUDENT CONFERENCE AWARD GUIDELINES AND APPLICATION FORM

Guidelines:

- 1. Purpose:** The purpose of this conference funds is to help to support graduate students in their educational doctorate by providing the opportunity to attend conferences to present their proposed evidence-informed final milestone work and to benefit from interactions with other researchers and scholar-practitioners.
- 2. Amount:** 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. For students not physically located in the London, Ontario area, this may include conferences being held at Western and/or in the London, Ontario area. Each conference must be applied for separately. More than one application may be made for conference travel by the same student in the same competition.
- 3. Eligibility:** Applicants must be currently enrolled and in good standing in the second or third year of the Education Doctorate program in the Faculty of Education. A student may apply to each offering of the Ed. D. Student Knowledge Mobilization Grant competitions (March 1 and October 1) and may apply to attend more than one conference in a competition but may not receive more than \$1500 per fiscal year. Applicants must demonstrate the academic value of attending and presenting at the conference, as well as financial need.
- 4. Submissions:** This competition normally runs two times per year, in March and October (and may be re-opened at a subsequent date if funding is still available). Complete applications, including the applicant's signatures may be submitted to the Education Research Office via the [online submission portal](#) by **March 1** and **October 1** each year (and on a subsequent date if funds are available). Separate application forms must be completed for each conference. The application must be received by **4 pm** EST on the deadline date. If the deadline falls on a weekend or statutory holiday, the deadline will be extended to 4 pm EST on the next working day following the weekend or holiday. **Late applications will not be accepted.**
- 5. Travel Time Periods:** Conferences applied for in the March 1 competition must begin *on or after* May 1 of that same year. Travel for conferences applied for in the October 1 competition must be complete in time for students to submit their online travel expense claim *on or before* April 15 of the following year. Typically students have up to 60 days after a conference to complete the online expense form; however, expenses must be claimed and processed before the end of the fiscal year (April 30). Retroactive requests for conferences occurring prior to the application date for a particular competition, but within the fiscal year, will receive a lower priority. No travel fund will be granted for conference trips that do not have prior approval from the Research Committee. The results of the competition will be announced as soon as possible after adjudication. Once the student has received reimbursement, any unspent balance will revert to the fund.
- 6. Budget Justification:** An adequate budget justification is required. Provide detailed explanations and/or quotations of costs for which you are seeking funding, including transportation, accommodation, meals, and membership/registration fees. These can be included as attachments

or screen shots. These details are important. Mileage and Treasury Board of Canada maximum meal rates are available at [NJC](#) and [UWO Expense Reimbursements](#). Fiscal responsibility is expected. The lowest reasonable fares possible must be obtained for travel and accommodation expenses. For example, car rental charges are often more economical than driving a personal vehicle. The costs of preparing a paper for presentation are not eligible expenses.

7. *Additional Documentation:* The applicant must provide:

- a) the URL of the conference prospectus/outline/call for papers
- b) the conference abstract or a brief outline of the subject matter will suffice
- c) explanation of the academic/scholarly-practitioner value of attending and presenting at the conference (2 or 3 bullet points)
- d) demonstrate financial need and identify additional sources of funding that could be used towards conference travel expenses (1-2 paragraphs)
- e) confirmation that the paper/presentation has been accepted.

Applications will be accepted if official confirmation of the paper/presentation's acceptance is not available at the time of application, but any award would be encumbered until the required documentation is provided to the Research Office.

8. *Adjudication:* Applications will be jointly adjudicated by the Faculty of Education Graduate Programs and Research Offices. Distribution of awards will be dependent upon the number of eligible applicants, the funds available and the applicant's access to alternative funds for conference travel. Priority will be given to applicants demonstrating financial need (including lack of other funding sources that could be used for this purpose), applicants presenting as first author, and applicants presenting research from their current program of study.

9. *Funds:* Funds may only be used for the conference described in the application and for expenses justified in the original application. The use of money awarded to a graduate student for travel is governed by the travel policy of Western University, to be found on the University's web site at [MAPP 2.16 Travel & Expenses Reimbursement Policies](#). 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, traveling time, accommodations and convenience.

10. *Reimbursement:* Students must incur conference costs up front and then apply for reimbursement via a travel expense claim form. If a student is employed by Western, then the student must submit reimbursements through the online claim form and mail in *original receipts*. Otherwise, the Research Office will email a form that must be completed and sent back to the Faculty *with original receipts*. Claims submitted without receipts will not be accepted. Detailed instructions on the reimbursement process will be sent to successful applicants via email.

11. *Reports:* A brief final report (**maximum 1 page**) on what was accomplished using the funding must be submitted to the Research Committee via the Research Office, no later than one month following the conference. Failure to do so may jeopardize a student's eligibility for future competitions. The report form will be sent to successful applicants via email.

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

Ed. D. STUDENT INTERNAL CONFERENCE TRAVEL APPLICATION

Applicant Name:

Email address: Year in Program:

Application Date:

Conference Name:

Conference Location:

Conference website or call for papers:

Conference Start Date: Conference End Date:

Conference report for previous trip(s) submitted? Yes No

If not, why not?

Role at Conference

*****Attach URL of the Conference Program (or Other Conference Information such as the call for Papers), Abstract of Paper and Confirmation of Acceptance**

Presentation Title:

Type of Presentation:

Your role (check all that apply): Solo Author First Author Co-Author Solo Presenter Co-Presenter Discussant Committee/Advisory Member Keynote/invited Speaker

Other Role at conference: i.e. Session Chair, actively participating on the executive of a learned society, think tank, etc. (provide details):

Acceptance confirmed? Yes Not Yet Anticipated Notification Date:

Additional Information:

Total Anticipated Expenses in Canadian Dollars

*****Attach complete budget justification showing source of info (screen shots 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.)**

<p>Current Mileage & Meal Rates Expense Reimbursements</p> <p>Other Travel Rates/Info: Preparing to Travel</p>

Expense Category	Description	Amount
Mode of Transportation		
Accommodation		
Meals		
Membership/Registration		
Other Expenses (please specify)		
GRAND TOTAL		

Do you have other sources of funding that you could use for this conference (i.e. from your employer)? Yes No **If yes, how much?**

Applicant signature:

Attach Supporting Documents:

1. **Budget Justification**
2. **URL of Conference Program (or Other Conference Information such as the call for Papers/ Invitation to present/accepted registration)**
3. **Brief statement indicating the rationale for choosing to attend this conference**
4. **Abstract of Paper(s))/purpose of presentation/talk**
5. **Demonstrate financial need and identify additional sources of funding that could be used towards conference travel expenses (1-2 paragraphs)**
6. **Confirmation of Acceptance**