

Western University
Research Committee, Faculty of Education

MA/PhD GRADUATE STUDENT CONFERENCE TRAVEL AWARD GUIDELINES AND APPLICATION FORM

Guidelines:

- 1. Purpose:** The purpose of these conference travel funds is to help to support the research function of the Faculty. These funds are intended to support graduate students in their research by providing the opportunity to attend conferences to present their research work and to benefit from interactions with other researchers.
- 2. 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. 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 **current full-time graduate students** in the MA or PhD 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 a MA** student) at the time of application. A graduate student may apply to each round of the Graduate Student Conference Travel 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 \$3000 per fiscal year**.
- 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 supervisor's and applicant's signature, may be submitted to the Education Research Office via the [online submission portal](#) or as one paper copy to the Research Office 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 on the deadline date. If the deadline falls on a weekend or statutory holiday, the deadline will be extended to 4 pm on the next working day following the weekend or holiday. **Late or incomplete applications will not be accepted.**
- 5. Project Time Period:** Conferences applied for in the March 1 competition must begin *on or after* May 1 of that same year. Conferences applied for in the October 1 competition must occur 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 the 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 funds 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 including transportation, accommodation, meals, and membership/registration fee as screen shots or attachments. These details are important. Mileage and Treasury Board of Canada meal rates are available at: <http://www.uwo.ca/finance/accounting/>

[travel_expense_reimbursement.html](#). The traveller must obtain the lowest fare possible for air and train travel. The costs of preparing a paper for presentation are not eligible expenses.

7. ***Additional Documentation:*** The applicant must provide a brief statement indicating the rationale for choosing to attend this conference. In addition, they must provide a copy of: a) the URL of the conference prospectus/outline/call for papers; b) the abstract of the paper being presented (if the paper and/or abstract have not yet been written, a brief outline of the subject matter will suffice); and c) confirmation that the paper has been accepted. Applications will be accepted if official confirmation of the paper'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. With this one exception, **incomplete applications will not be considered.**

8. ***Adjudication:*** Applications will be adjudicated by the Faculty of Education Research Committee. As funds are limited, except in rare cases applicants must be presenting a peer-reviewed paper at the conference. Priority will be given to applicants who are presenting as 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 fourth year of their PhD program. Distribution of awards will be dependent upon the number of eligible applicants and the available funds.

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 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.

10. ***Reports:*** **A brief final report (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.

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

MA/PhD GRADUATE STUDENT INTERNAL CONFERENCE TRAVEL APPLICATION FORM

Applicant Name: Email address:

Program: Year: Went from Year 1 MA directly to Year 1 PhD? Yes No

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 Member

Other Role at conference: i.e. Session Chair, actively participating on the executive of a learned society, 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.)**

Current Mileage & Meal Rates available at http://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html
 Other Travel Rates/Info: http://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	

Does your supervisor have other sources of funding that you could use for this conference? Yes No If yes, how much?

Applicant signature:

Supervisor Name: Supervisor Signature:

Attach Supporting Documents:

1. **Budget Justification**
2. **URL of Conference Program (or Other Conference Information such as the call for Papers)**
3. **Brief statement indicating the rationale for choosing to attend this conference**
4. **Abstract of Paper(s)**
5. **Confirmation of Acceptance**