Graduate Student Travel Fund Guidelines

PURPOSE
The Faculty of Education administers this fund to support graduate students to make scholarly presentations, give artistic performances, or travel for research purposes to local (outside the CRD), provincial, national and international locations. The fund is administered through the Dean's Office in conjunction with the Research and Scholarship Coordinator.

ELIGIBILITY
Applicants must be full or part-time Faculty of Education graduate students.

NATURE OF TRAVEL ACTIVITY
Applicants must be conducting research related to their project, thesis, or dissertation, or making a significant contribution to an event, such as:
- Presenting a paper, poster, artistic performance, or exhibit
- Participating on a panel or in a roundtable discussion
- Participating in a leadership role on a conference executive committee

APPLICATION DEADLINES
Paper copy applications must be submitted to the Research and Scholarship Coordinator (MacLaurin A261) by:
- 1 April for travel between 1 May and 31 August
- 1 August for travel between 1 September and 31 December
- 1 December for travel between 1 January and 30 April

SUPPORTING DOCUMENTS
All applications must be accompanied by:
- An abstract or brief description of the research/conference activity
- A letter or documentation showing acceptance of the activity (in the case of a conference event)

AWARD AMOUNTS AND ELIGIBLE EXPENSES
Awards are a maximum of $500. Graduate students may hold more than one Graduate Student Travel Fund award during their degree program, but total funding awarded will not exceed $500. Eligible expenses include conference fees, transportation/mileage, accommodation, and meals.

APPLICATION SIGNATURES
The applicant’s supervisor and the Chair or Director of the student’s academic unit must sign the application. Their signatures indicate recommendation for Travel Fund support and that the activity meets the scholarly standards and expectations that pertain within that discipline.