

# FACULTY OF EDUCATION

## 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.

### 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

Applications are accepted on an ongoing basis, however, *funds will be disbursed on a first-come first-served basis until funding is spent*. Please submit completed and signed applications to [Tanya Battersby](#), Research and Grants Facilitator ([edresearch@uvic.ca](mailto:edresearch@uvic.ca); MAC A363).

Deadlines for submission of receipts for reimbursement are as follows:

**15 January** for travel between **1 September and 31 December**

**15 May** for travel between **1 January and 30 April**

**15 September** for travel between **1 May and 31 August**

### SUPPORTING DOCUMENTS

All applications must be accompanied by:

- An abstract or brief description of the research/conference activity
- A copy of the event program where your participation is indicated or a confirmation of acceptance of the proposed contribution to the 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.

