



SCHOOL OF GRADUATE STUDIES

TRAVEL FUNDING REQUEST

To be eligible for a Graduate Student Travel Award, the form below must be completed. All requests are subject to approval of the Dean of Graduate Studies and Research.

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Program: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Date of Application: \_\_\_\_\_

If you are co-presenting, or a member of a panel, please list the names of your colleagues here:

Title of Paper/Poster: \_\_\_\_\_

Title of Conference: \_\_\_\_\_

Date of Conference: \_\_\_\_\_

Location of Conference: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Please attach:

- 1) An abstract of your paper/ poster and documentation indicating that your paper /poster has been accepted by the conference.
- 2) A paragraph explaining how this conference contributes to your growth as a scholar.
- 3) A list indicating other sources of funding you have sought, and the amount you have been awarded.

Proposed Budget:

Travel \$ \_\_\_\_\_ Accommodation \$ \_\_\_\_\_ Meals: \$ \_\_\_\_\_

Total Expenses: \$ \_\_\_\_\_ Total Amount Requested: \$ \_\_\_\_\_ (\$500 maximum)

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Graduate Studies and Research, Signature

\_\_\_\_\_  
Date

Amount Awarded:

\$ \_\_\_\_\_

Nipissing University's School of Graduate Studies provides financial support to eligible students who will be actively presenting their research at an academic conference.

**Eligibility**

- i) This funding is available to Masters and Doctoral level students in good academic standing, registered in their program at the time of the conference.
- ii) Students must be presenting (a paper or a poster) at the conference (you will not be provided with funding to attend a conference as a delegate).
- iii) Students will be awarded a maximum of one award per academic year. A student can apply more than once – for example, if you were not successful in the September cycle, you may apply in the January cycle, but you will not be awarded funding more than once per year. Even if you are planning to present at more than one conference, you will not be given more than one award.

**Funding Cycles**

- there will be two rounds of funding for the academic year, with applications due on September 15th, and January 15th each year
- a maximum of \$2,500 will be awarded in September, and a minimum of \$2,500 will be awarded in January (if there is unallocated money from September it will be added to January's \$2,500)
- applications can be submitted retroactively, so long as adequate evidence of travel and conference attendance is provided, and the applicant was a registered student at the time of the conference
- please note that submitting an application is not a guarantee of funding; an applicant may not receive the full amount (or indeed any amount)
- the maximum amount that can be requested is \$500.00

**Evaluation of Applications**

Applications are reviewed by the School of Graduate Studies Executive Committee (Graduate Coordinators/Chair and Deans) and ranked according to: distance travelled, cost of the conference, funds available from other sources, evidence of seeking other funds to support travel costs, and the value of the conference presentation to the student.

**Claiming the Travel Award**

All claims and expenses must adhere to Nipissing University's travel policy. The travel regulations can be found here: <https://www.nipissingu.ca/departments/vpa/Documents/2.4.2012U%20-%20Travel%20Expense%20Policy%20Final%20-%20July%202017.pdf>

If driving, it is expected that a student will research and choose the most cost effective means of travel, for example renting a vehicle vs. driving one's own. Please see travel policy for details.