



GRADUATE TRAVEL GRANT REQUEST

Student Last Name:	First and Middle Name(s):	UofA Student ID:
Degree: MA (Thes) MA(Crs) MCoach MSc PhD		Supervisor:
Specialization/Study Field:		

Value: \$500.00 (maximum)

Eligibility: The conference presentation must be part of the applicant's current thesis research. Research completed as part of a previous degree or at another university will not be considered under this funding program. There are no restrictions on citizenship.

Masters: Must have completed at least 3 courses prior to the conference; maximum of 1 grant

Doctoral: Must be registered full time; maximum of 2 grants

Application: Submit a copy of the confirmation of acceptance of paper/poster/other of presentation, and completed application form to the Graduate Programs Administrator. Applications will be reviewed by the Associate Dean, Graduate Programs. Priority will be given to students presenting findings from their thesis/dissertation work or those who have not previously received a Graduate Travel Grant from the Faculty.

Deadline: Students may apply up to 6 months prior to the conference or up to 1 month after the conference. Students are eligible for funding to present their thesis work up to 4 months after their final exam.

CONFERENCE INFORMATION

Conference Name: _____

Departure Date (mm/dd/yyyy) _____ **Return Date** (mm/dd/yyyy) _____

Location of Conference: _____

Title of Presentation: _____

Have you received a previous travel grant from this fund? Yes No If yes, when? (mm/yyyy) _____

Presentation Format: Paper Poster Other (please indicate): _____

Is this presentation part of your current thesis research? Yes No

Will you be presenting this work? Yes No

I have attached a copy of my confirmation of acceptance of my paper/poster/other for presentation: Yes

GRADUATE PROGRAMS OFFICE USE ONLY:		
PhD: Reg F/T <input type="checkbox"/> Yes <input type="checkbox"/> No Year in program: _____ Previous grant: <input type="checkbox"/> Yes (yr) _____ <input type="checkbox"/> No	Masters: min 3 courses: <input type="checkbox"/> Yes <input type="checkbox"/> No Reg F/T <input type="checkbox"/> P/T <input type="checkbox"/> Year in program: _____ Previous grant: <input type="checkbox"/> Yes(yr) _____ <input type="checkbox"/> No	Database: <input type="checkbox"/> Yes Letter: Yes Date: _____ Receipts & expense report received: <input type="checkbox"/> Yes Initials: _____ Date: _____

Explain the importance of this presentation to your scholarly development and to your research:

Outline the plans for publication of this paper:

Are you applying for or receiving any other financial support? Yes No

If yes please indicate from what source and amount:

OUTLINE OF EXPENSES

DATE (mm/dd/yyyy)	TYPE OF EXPENSE (CAD\$)	AMOUNT	REQUIRED SUPPORTING DOCUMENTATION <i>Submit to Graduate Programs Administrator</i>
	Conference Registration		Original receipt.
	Air Fare		Original ticket receipt, proof of purchase (invoice), and paper boarding pass.
	Ground Transportation <i>e.g</i> <i>Taxi, Bus, Train</i>		Original receipt required for all fares paid in excess of \$25.
	Accommodation (total/day)		Original itemized receipt.
	Meals (Per Diem): <i>\$45 CAD/day or</i> <i>\$45 US per day; outside of Canada &</i> <i>US- \$66 CAD/day</i>		No receipt required if using per diem.
	TOTAL:		

Name of Student (printed)

Signature of Student

Date

FOR SUPERVISOR

This conference presentation is part of the applicant's current thesis research: Yes No (if no, attach explanation):

Name of Student's Supervisor (printed)

Signature of Student's Supervisor

Date

Approval:

Associate Dean (Graduate) (printed)

Signature of Associate Dean (Graduate)

Date

Protection of Privacy- Personal information on this form is collected under the authority of Section 33(c) of Alberta's Freedom of Information and Protection of Privacy Act for authorized purposes including admission and registration; administration of records, scholarships and awards, student services; and university planning and research. Students' personal information may be disclosed to academic and administrative units according to university policy, federal and provincial reporting requirements, data sharing agreements with student governance associations, and to contracted or public health care providers as required. For details on the use and disclosure of this information see www.ipo.ualberta.ca.