

SUMMARY

Laurier encourages students to engage in scholarly activity by providing financial support to students who make presentations related to their program of study at WLU at academic conferences. Funding from the Faculty of Graduate Studies (FGS) is unlikely to cover all such expenses and students are encouraged to seek additional funding from their supervisors, departments, and/or Faculties.

ELIGIBILITY

- the student must be registered as a full-time student at WLU at the time of the conference
- the student must be travelling in connection with the student's program of study at Laurier, must be the first or second author of the paper and must present the paper/poster at a conference (normally paper presentations will receive priority consideration for funding over poster presentations)
- priority will be given to doctoral students who have not used the award twice and to master's students who have not received this award previously.
- a student will not normally receive funds more than once per fiscal year.
- the conference must be national or international in scope and sponsored by an established professional association (as verified by the student's supervisor)
- the paper does not need to be accepted for presentation before an application for travel assistance is considered (the commitment from FGS is to hold funds available and the student must submit proof of paper presentation and attendance in order to receive reimbursement).
- applications will not be considered following attendance at a conference
- students having applied for FGS funding may subsequently apply to the GSA for additional support, if needed.

VALUE OF AWARD

- the Faculty of Graduate Studies will normally pay expenses up to a maximum of \$300 (\$250 in Ontario). These dollar amounts may be adjusted from time to time depending on the budget available and the number of travel requests.
- commitments will have an expiry date, normally one month after the anticipated date of completion of travel.
- the Faculty of Graduate Studies will not normally participate in providing travel-advance payments.

If the fund is depleted the program may be suspended without notice until further funds become available.

APPLICATION PROCEDURES

There are 3 deadlines to receive the applications during the year:

Apr. 15 = Spring Term travel

Aug. 15 = Fall Term travel

Dec. 15 = Winter Term travel

- the student will apply for the funding on the application by the deadline date and obtain the financial commitment and signature of the supervisor certifying the national/international scope and the professional stature of the association sponsoring the conference. The student's department or faculty will record any other financial commitments for support and forward the application to the Graduate Studies Office. Applications will not be considered following the conference.
- the total amount available each year is modest and the amount of reimbursement will vary depending on the total number of applications received and moneys granted. The maximum value of a Travel Assistantship is \$300 (\$250 if the travel is within Ontario).
- the applications will be reviewed and the applicant will be notified in writing, with a copy to the student's supervisor and graduate/program officer.
- upon the student's return, a completed travel expense claim form, receipts, and a copy of the abstract and written confirmation of acceptance or presentation of the paper must be forwarded to the Faculty of Graduate Studies.

The Faculty of Graduate Studies assists faculties, departments and research supervisors to pay the travel expenses of graduate students who present their research related to their program of study at Laurier at professional meetings. See the guidelines (on reverse).

When travel is complete, the student must submit a travel expense claim form, with receipts, and a copy of the abstract and written confirmation of acceptance or presentation of the paper to have their expenses paid.

Name: _____ ID: _____ Dept: _____

Program: ☐ Master's ☐ PhD

How many times have you received travel funding from the Faculty of Graduate Studies for a conference?

☐ None ☐ Once (date: _____) ☐ Twice (dates: _____)

⇒ Priority will be given to doctoral students who have not used the award twice

and to master's students who have not received this award previously during their program.

Conference name and location: _____

Name of Paper: _____

Dates of Conference including return date: _____

Has the paper/abstract been submitted, reviewed and accepted by the conference organizers? ☐ yes ☐ no

Expected expenses (attach on a separate page if necessary; e.g., travel, accommodation, meals, registration fee, etc.):

Signature: _____

Date: _____

To be completed by supervisor:

I confirm that the conference is related to the student's program of study at Laurier and is national/international in scope and sponsored by an established professional association in compliance with the guidelines (reverse).

Date: _____ Travel expense amount to be paid by supervisor: _____

Supervisor: _____ Signature: _____

To be completed by Department:

Date: _____ Department Support (\$): _____ Signature: _____

To be completed by Faculty:

Date: _____ Faculty Support (\$): _____ Signature: _____

For Faculty of Graduate Studies use only:

Date: _____ Amount Reserved (\$): _____ Expiry Date: _____

Signature: _____