

## DEPARTMENT OF CLASSICAL STUDIES INTERNAL DISCRETIONARY TRAVEL/RESEARCH FUND

Awarded to **full-time** Classical Studies graduate students registered in the School of Graduate and Postdoctoral based in the Faculty of Arts and Humanities. These funds will be awarded to graduate students in order to cover expenses incurred as a result of a need to consult archival material off campus, or to otherwise travel in the context of their research, or to attend a conference. Candidates must have maintained a minimum A- average and exhibit research ability or potential.

Value: The amount of the award will vary with the number of applications in any given year.

Deadline: November 15<sup>th</sup>, February 15<sup>th</sup> and July 15<sup>th</sup>

### Instructions:

- 1) **Print completed application.**
- 2) **Submit the original hard copy to the Graduate Assistant.**
- 3) **Email electronic copy to:**
  - a) **Graduate Chair (kgervai2@uwo.ca)**
  - b) **Department Chair (kolson2@uwo.ca)**
  - c) **Graduate Assistant (jvicker6@uwo.ca)**

### GRADUATE STUDENT PROFILE:

Name:

E-mail:

Telephone:

Department and Program:

### SUMMARY:

Use of Funds: Research expenses ☐ Research Travel ☐

Amount Requested: \_\_\_\_\_

## JUSTIFICATION FOR APPLICATION TO THIS COMPETITION

Provide a specific justification why support is being requested from this funding source, i.e. why other funds, currently held or potentially available, cannot be used.

## RESEARCH PROJECT INFORMATION:

**Project Title:**

**Keywords (max 6):**

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### DESCRIPTION OF THE PROJECT

A brief statement of the objectives, method of investigation, and potential results should be included (two page limit).

## ASSURANCES & APPROVALS

All research proposals involving human or animal subjects or biohazardous materials must be approved by a UWO ethics, animal-care, or biohazards review committee.

Indicate, with an **X** on the chart below in the column to the right of the required information, the current status of the approvals required for this proposal.

If approval has already been granted, an electronic copy of the approval notice must accompany this application.

STATUS								
<b>HUMAN SUBJECTS ETHICS APPROVAL</b>	No human subjects		Approval granted		Pending		To be sought	
			Authorization #:					
<b>ANIMAL SUBJECTS APPROVAL</b>	No animal subjects		Approval granted		Pending		To be sought	
			Authorization #:					
<b>BIOHAZARDOUS MATERIALS CLEARANCE</b>	No biohazardous materials		Approval granted		Pending		To be sought	
			Authorization #:					

## DEPARTMENTAL APPROVALS

All funding applications for research or conference travel must be approved by the student's mentor and supervisor (for MA thesis and PhD students). Conference presentations must be given before an audience in the Department before funding applications receive final approval.

<b>Mentor's evaluation of proposal:</b>	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<hr/> Mentor's Signature
<b>Supervisor's evaluation of proposal:</b>	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<hr/> Supervisor's Signature
<b>Practice talk in Department scheduled:</b>	Yes / No / NA	<hr/> Date of Practice Talk

## CONFERENCE TRAVEL INFORMATION (IF APPLICABLE):

Conference Information			
Name of Conference:			
Nature of Conference: (National, International, Other (please explain))			
Precise Dates of Conference (From – To):			
Sponsoring Organization:			
Location of Conference (City and Country):			
Frequency of Conference:			
Role to be played by applicant: (Place an <u>X</u> in the box to the left of your selection)	<input type="checkbox"/>	Present paper (required condition)	
	<input type="checkbox"/>	Act as formal discussant	
	<input type="checkbox"/>	Preside over session	
	<input type="checkbox"/>	Other (please describe)	
Paper			
Has the paper been officially accepted at time of application to this competition?	(Place an <u>X</u> in front of selection)		
	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Attach documentation confirming the paper's acceptance (please scan if electronic copy unavailable and insert at the back of this document). An award will be encumbered until this documentation is received by the Department of Classical Studies.			
Title of Paper:			
Keywords (max 6):			

## BUDGET AND JUSTIFICATION:

Double click on spreadsheet to activate MS Excel and fill in your budget amounts.  
Click outside the spreadsheet when complete and resave the document. Please fill in greyed sections only. Scroll back to top of budget sheet prior to exiting. Please provide QUOTES at the back of the application for transportation costs and equipment.

<b>Travel</b>					
Destination	Mode (Air or Train)	Total			
					-
					-
					-
					-
Sub-total					\$ -
<b>Equipment, Supplies &amp; Service</b>					
Description	Quantity	Unit Cost	Total		
			-		-
			-		-
			-		-
Sub-total					\$ -
<b>Meals and Accommodation</b>					
Location	# Days (max 5)	Daily Rate (max \$125 Cdn)	Total		
			-		-
			-		-
			-		-
			-		-
Sub-total					\$ -
<b>Other</b>					
Description	Units	Unit Cost	Total	Total	
			-		-
			-		-
Sub-total					\$ -
					\$ -

## BUDGET JUSTIFICATION

An adequate budget justification is required. To avoid arbitrary decisions on the appropriate level of funding, detailed explanations of costs must be provided. **Applicants are required to provide written quotes for air and train fares** (please scan if electronic copy is unavailable and insert at the back of this document and/or save as PDF and include in email submission).

## **SIGNATURES AND COMMENTS:**

### **APPLICANT'S SIGNATURE**

I, the undersigned, verify that the information supplied on this form is correct.

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**Signature of Applicant**

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**Date**

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### **GRADUATE CHAIR'S SIGNATURE**

DEPARTMENT GRADUATE CHAIR'S BRIEF EVALUATION OF THIS APPLICATION:

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**Signature, Department Graduate Chair**

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**Date**