

# Department of Women's Studies and Feminist Research

## Graduate Student Conference, Research Travel Award

**What:** A fund created in the Faculty of Arts and Humanities, Department of Women's Studies and Feminist Research to partially support graduate students participating in academic conferences and research

Provincial/Local Travel:	(up to \$400.00/yr.)
Continental Canada or United States Travel:	(up to \$500.00/yr.)
International Travel:	(up to \$600.00/yr.)

***NOTE: The funds awarded to an individual student may vary from these amounts depending on the number of eligible applications received.***

### **Eligibility for Funding:**

- a. All full time students, enrolled in the Department of Women's Studies and Feminist Research graduate program at the time of application
- b. Student must present at a conference that is relevant to their academic area (typically, but not exclusively, at a conference that has a peer review selection process)
- c. If applying for travel for research, students must show its relevance to their thesis
- d. **One award per student for conference/research travel taking place during the academic year**

**Application Dates:** Fall - October 15 (Travel commencing between July and December)  
Winter - March 15 (Travel commencing between January and June)

### **Selection Committee:**

- Graduate Chair in consultation with the Graduate Committee

### **Process:**

1. Complete and submit your application to your Graduate Program Assistant by the Fall or Winter Deadline.
2. Award recipients will be notified within six weeks of application deadline
3. Travel Expense Report Form and original receipts must be submitted following the conference or research trip to claim award
4. **Do NOT send receipts with application**

**WSFR Graduate Conference TRAVEL Award Application**

<b>Applicant's Name:</b>		
<b>Applicant's Program:</b>		
<b>Date:</b>		
<b>CONFERENCE DETAILS</b>		
<b>Name of Conference:</b>		
<b>Location of Conference:</b>	<b>City:</b>	<b>Country:</b>
<b>Dates of Conference:</b>	<b>From:</b>	<b>To:</b>
<b>Sponsoring Organization:</b>		
<b>Frequency of Conference:</b>		
<b>PRESENTATION DETAILS</b>		
<b>Title of Presentation:</b>		
<b>Poster or Podium Presentation:</b>		
<b>Has paper been accepted?</b>	<b>Yes: _____</b>	<b>No: _____</b>
Describe any other formal role you will undertake at the conference (e.g., formal discussant; session chair):		
Attach a copy of the presentation <u>abstract</u> and a copy of the <u>acceptance</u> for presentation.		
<b><u>BUDGET</u></b>		
<b><u>Conference Registration:</u></b>		
<b><u>Travel:</u></b>		
<b><u>Accommodations only- Meals not eligible</u></b>		
<b><u>TOTAL:</u></b>		
<b><u>AMOUNT REQUESTED:</u></b>		
<b><u>Note: Travel Report Required to process payment.</u></b>		

**CLAIMANT:**

I certify that all expenses are reasonable and in accordance with University policy and will not be used as claims to other organizations for income tax purposes. Expenses reflect due regard for value for money. Personal expenses have been deducted. Exceptions to policy have been explained in writing.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**GRADUATE PROGRAM CHAIR:**

I certify that the expenses are for University purposes only, and are in accordance with University policy. Exceptions to the Policy, which are documented by the Claimant, are reasonable under the circumstances.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**WSFR Graduate RESEARCH Award Application**

<b>Applicant's Name:</b>		
<b>Applicant's Program:</b>		
<b>Date:</b>		
<b>RESEARCH TRIP DETAILS</b>		
<b>Type of Research</b>		
<b>Location of facility (archive/museum/library, etc.)</b>	<b>City:</b>	<b>Country:</b>
<b>Dates:</b>	<b>From:</b>	<b>To:</b>
<b>BRIEF DESCRIPTION OF RESEARCH ACTIVITY PRESENTATION DETAILS</b>		
<b><u>BUDGET</u></b>		
<b><u>Travel:</u></b>		
<b><u>Accommodations only- Meals not eligible</u></b>		
<b><u>TOTAL:</u></b>		
<b><u>AMOUNT REQUESTED:</u></b>		
<b><u>Note: Travel Report Required to process payment.</u></b>		

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Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_