



GRADUATE STUDENT TRAVEL AWARD

Department of Biology
The University of Western Ontario

Award Schedule

The departmental travel awards are assigned in two competitions per year. Approximately \$7,500 is available annually. Applications are due *before* travel.

| Application due date | Conference travel dates | Awards announced by | Money available |
|----------------------|-------------------------|---------------------|-----------------|
| March 1 | May 1 to Nov 14 | April 30 | Up to \$6,000 |
| September 1 | Nov 15 to April 30 | October 31 | Funds remaining |

No more than the available amount will be awarded per competition. Any money not allotted will roll over into the following competition.

Eligibility

You must be presenting at the conference or workshop (oral/poster/other) to qualify for funding. Priority for funding will go to those students who are presenting at a conference important to their academic career but whose supervisors are unable to cover the costs associated with the travel. Priority will also be given to students attending national or international conferences.

Each M.Sc. student is eligible to receive up to a maximum of \$500 during the course of their program. Each Ph.D. student is eligible to a maximum of \$1,000 (maximum of \$500 per award). For Ph.D. students, priority will be given to those students who have not yet received an award.

Criteria for Claiming Travel Award

- Completed travel expense form
- All applicable receipts, including boarding passes

Evaluation of Applications

Applications are reviewed by the Biology Graduate Education Committee and ranked according to distance travelled, overall cost of the conference, funds available from other sources, evidence of seeking other funds to support travel costs, the value of travel to the student's graduate program, and the activities of the student in the biology graduate program and biology in general. Weighing of information outlined in the application will be as follows: 50% research, 30% value of travel to graduate program, 20% activities in biology.