

## Procedures for EDST Graduate Student Travel Assistance Awards 2011-12

**Purpose:** To provide financial assistance to offset expenses of EDST graduate students who wish to present their research at a scholarly conference.

**Amount available:** Approximately 18 awards annually in the amount of \$800 each.

### Criteria:

- Graduate students who apply for EDST Graduate Student Travel Assistance must be registered at the time of application and of the conference presentation in MA, MEd, PhD or EdD programs administered in EDST.
- Graduate students must apply for the award and will attest that they have already applied for the available travel funds from OGPR and FoGS.
- Eligible students are those whose proposals for presenting their own research (poster, paper, panel, and workshop) have been accepted for a scholarly meeting.
- Only travel expenses will be reimbursed by this award (e.g. conference registration, transportation costs, accommodation, per diem[meals]). **For reimbursement purposes, please submit the signed application form (signed by Student's Supervisor and Graduate Advisor) along with the original receipts after the conference has taken place.**
- Students are able to apply for this travel fund more than once per year to a maximum of two awards per year; and as long as the student is a registered graduate student in the Dept.
- Students may combine this award with other awards from FoGS and OGPR for the same conference if necessary.
- Students receiving travel funds from EDST **must** present their paper as part of an organized academic event in the Department, e.g. Research Day. The details and timing of the presentation should be confirmed with either the Graduate Advisor and/or the chair of the Public Culture Committee.

**Process:** Applications are processed throughout the year on a first come-first served basis. Nine awards will be available in the summer competition of the year, and the remaining nine will become available in the winter competition until the 18 awards are all claimed. The summer competition can be applied for from April 15 to October 14, 2011 and the winter competition, October 15, 2011 to April 14, 2012. **Please submit your application to Christine Adams, EDST Graduate Program Assistant**

Please note that if the award is not used after a cheque has been issued by the Department, then the student must reimburse the Department.

**Department of Educational Studies**  
**Graduate Student Travel Assistance Award Application Form for 2011–12**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Student Number:** \_\_\_\_\_  
**Dept.:** \_\_\_\_\_ **Degree (select one)** \_\_\_\_\_ **Year of Current Degree:** \_\_\_\_\_  
M.A. M.Ed. Ed.D. Ph.D.  
**E-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **S.I.N.:** \_\_\_\_\_

**Mailing Address including Postal Code:** \_\_\_\_\_

**Name of Conference:** \_\_\_\_\_  
**Conference Date:** \_\_\_\_\_  
**Conference Location:** \_\_\_\_\_

**Name of Paper/Workshop/Panel or Session:** \_\_\_\_\_

**I have applied for a Travel Grant from OGPR:** Yes \_\_\_\_\_ If yes, please state value: \_\_\_\_\_  
No \_\_\_\_\_ \$ \_\_\_\_\_

**I have applied for Travel Grant from FoGS:** Yes \_\_\_\_\_ \$ \_\_\_\_\_  
No \_\_\_\_\_

**Budget:**

Transportation (airfare, booking fees, etc.) \$ \_\_\_\_\_  
Accommodation \$ \_\_\_\_\_  
Conference registration \$ \_\_\_\_\_  
Meals \$ \_\_\_\_\_  
Incidental travel expenses \$ \_\_\_\_\_  
**Total Claim:** \$ \_\_\_\_\_

**I enclose:**

abstract of paper  
outline of poster  
outline of workshop  
e-mail or letter of invitation confirming  
presentation at a scholarly conference  
or program.

**In order to process funding, you must submit this form duly completed with signatures etc., including original receipts to Graduate Program Assistant, after you have attended the conference.**

**To be completed by Supervisor:**

Yes  No

The student is presenting/paper/workshop based on the student's own research.

**Signatures:**

**Student's Name (PRINT)** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Name (PRINT)** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Graduate Advisor's Name (PRINT)** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Pierre Walter