



GRADUATE THESIS STUDENT CONFERENCE TRAVEL GRANT APPLICATION

Conference travel grants can be awarded to full-time graduate students in a Master's or Doctoral thesis program only. In order to be eligible, students must present a poster or paper based on the results of their graduate thesis research at a national or international scholarly meeting or conference. A student is eligible for one FGS travel grant per degree, and the student must be registered in the term when applying and the term that the conference occurs. Supervisor approval must be signified by signature on the application. The maximum amount awarded is \$500; this amount is subject to change.

Please refer to the Dalhousie Travel Policy located on the Financial Services website under "Travel Information". Per diem rates are as follows: Breakfast \$12.00; Lunch \$16.00; Dinner \$26.00.

Travel costs can be claimed only for travel from Halifax to the location of the conference and must be based on the lowest available fares. Abstract, poster, banquet, and visa costs are not eligible. For conferences within 100km of Halifax, only registration costs can be claimed; travel costs and per diem costs are not eligible.

Students traveling outside Canada must complete the Pre-Departure Session available at the International Centre Website.

Health coverage: Please be advised that international students on Study Permits are eligible for MSI insurance services only in Nova Scotia. All students should ensure they have adequate health coverage while out of the province.

If approved, you will receive a letter of confirmation via email and approximately three weeks later the grant will be deposited into your bank account. Please note: conference travel grant decisions are not subject to appeal.

After the conference, a completed travel expense claim form (available on the Financial Services website), together with original receipts (including all boarding passes) **must be submitted within 30 days to the Faculty of Graduate Studies.**

The completed checklist and application must be submitted at least ONE MONTH prior to the conference date to the Faculty of Graduate Studies.

CHECKLIST:	
<input type="checkbox"/> YES	IS THE PRESENTATION ON YOUR THESIS TOPIC?
<input type="checkbox"/> YES	IS THERE A COPY OF YOUR ACCEPTANCE TO PRESENT A PAPER OR POSTER ATTACHED?
<input type="checkbox"/> YES	IS THERE A COPY OF THE REGISTRATION FEE COST ATTACHED?
<input type="checkbox"/> YES	IS YOUR APPLICATION SUBMITTED ONE MONTH PRIOR TO THE CONFERENCE TAKING PLACE? (APPLICATIONS WILL NOT BE ACCEPTED RETROACTIVELY)
<input type="checkbox"/> YES	FOR THOSE TRAVELLING OUTSIDE OF CANADA: HAVE YOU REVIEWED DALHOUSIE UNIVERSITY'S INTERNATIONAL TRAVEL POLICY AND THE INFORMATION IN THE "BEFORE YOU GO" SECTION OF THE INTERNATIONAL CENTER'S WEBSITE? IF NOT, PLEASE REACH OUT TO THE INTERNATIONAL CENTRE AT EXCHANGES@DAL.CA. YOU ARE REQUIRED TO COMPLETE ALL THE PROCEDURES OUTLINED BY THE INTERNATIONAL CENTRE AND ATTACH THE CONFIRMATION EMAIL FROM THE INTERNATIONAL CENTRE TO THIS CLAIM, VERIFYING THAT YOU HAVE COMPLETED ALL THE REQUESTED STEPS. PLEASE DO NOT SEND ANY INTERNATIONAL DOCUMENTS TO FGS, WE ONLY NEED THE CONFIRMATION E-MAIL FROM THE INTERNATIONAL CENTRE.
<input type="checkbox"/> YES	IS THIS THE FIRST TRAVEL GRANT DURING THIS DEGREE?
<input type="checkbox"/> YES	ARE YOU REGISTERED IN THE CURRENT TERM <u>AND</u> THE TERM IN WHICH THE CONFERENCE IS BEING HELD?
<input type="checkbox"/> YES	ARE YOU A FULL TIME STUDENT?
<input type="checkbox"/> YES	IS YOUR RECORD CLEAR OF ANY FINANCIAL OR ACADEMIC HOLDS?
<input type="checkbox"/> YES	HAVE YOU PROVIDED YOUR VALID HOME MAILING ADDRESS? (DEPARTMENTAL ADDRESSES ARE NOT ACCEPTABLE)
<input type="checkbox"/> YES	SUPERVISOR'S SIGNATURE
<input type="checkbox"/> YES	HAVE YOU COMPLETED AND SIGNED THE APPLICATION?

**APPLICATION FOR GRADUATE THESIS STUDENT CONFERENCE TRAVEL GRANT**

- APPLICATION MUST BE WORD-PROCESSED.
- COMPLETED APPLICATIONS MUST BE SUBMITTED AT LEAST ONE MONTH PRIOR TO THE CONFERENCE DATE.

NAME:	STUDENT ID #:
DEPARTMENT:	PROGRAM:
YEAR OF STUDY:	E-MAIL:
PHONE:	
HOME MAILING ADDRESS:	

I AM PRESENTING MY PAPER / POSTER AT: (FILL IN BELOW)		
CONFERENCE NAME:		
CONFERENCE LOCATION:		
CONFERENCE DATE(S):		
CONFERENCE WEBSITE (IF AVAILABLE):		
WILL YOU BE A REGISTERED STUDENT AT THE TIME OF THE CONFERENCE?:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
IS THE PAPER/POSTER BASED ON YOUR CURRENT PROGRAM'S THESIS RESEARCH?:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
TITLE OF PAPER/POSTER:		

ITEM COST LIST	DETAILS	AMOUNT
AIRFARE		+
GROUND TRANSPORTATION		+
REGISTRATION FEE		+
ACCOMMODATION (MAX OF \$120 CAD/ NIGHT; MAX 5 NIGHTS)		+
MEALS (MAX 5 DAYS PER DIEM)		+
OTHER		+
CONTRIBUTORS TO THIS TRIP (TO BE SUBTRACTED)		-
TOTAL AMOUNT OF TRAVEL GRANT REQUESTED		=

FACULTY OF SCIENCE STUDENTS ONLY: BY CHECKING THIS BOX, I AM REQUESTING TO BE CONSIDERED FOR THE ONE-TIME FACULTY OF SCIENCE CONFERENCE TRAVEL GRANT SUPPLEMENT. I GIVE PERMISSION FOR FGS TO SHARE MY FGS GRADUATE THESIS STUDENT CONFERENCE TRAVEL GRANT APPLICATION INFORMATION AND DECISION LETTER WITH THE FACULTY OF SCIENCE DEAN'S OFFICE.

TO BE COMPLETED BY THE SUPERVISOR:

"I CONFIRM THE STUDENT IS IN GOOD ACADEMIC STANDING AND THE PAPER/POSTER TO BE PRESENTED IS BASED ON THE APPLICANT'S CURRENT THESIS RESEARCH"

SUPERVISOR NAME:	SUPERVISOR SIGNATURE:	DATE:
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DELIVER TO: FGS FINANCIAL COORDINATOR AT FINANCIAL.COORDINATOR@DAL.CA

NAME OF APPLICANT:	SIGNATURE:	DATE:
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FOR FGS USE ONLY:		
REQUESTING:		
DEAN, FGS	SIGNATURE	DATE