CRITERIA

Travel and Minor Research Awards (TMRA), valued at $500 and $1,000 are available to full-time SIAT graduate students and are awarded in the Fall, Spring and Summer semesters. A student is eligible for up to two events per academic year. Students are advised to visit this link on the Graduate Studies website for more information.

Applications will be considered in the order they are received by the SIAT Graduate Office. The Graduate Chair may refuse an application due to quality of the venue.

Only complete applications will be considered. Students with unsatisfactory progress in the program are not eligible to receive a Travel Award. This award also depends on the availability of funds.

These awards are based on students being able to undertake a major role at an academic peer-reviewed conference. The student should be the presenter of an accepted paper or poster as either an author or co-author. Papers are generally more significant than posters.

Papers, workshops or conference roles must be confirmed in writing at the time of application for the award, for instance, by an official confirmation of acceptance.

In their application, students should specify if applicable:
- if they have been invited to speak or not,
- if it is a peer-reviewed publication or not,
- number of pages written,
- and attach the paper to their application for reference.

Award Amounts and Eligibility Criteria:

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<th>To receive a $1000 travel award a student must have:</th>
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<td>• A paper accepted in the main program of the conference (long or short), fully refereed (minimum 3 reviews), overseas or North America. Acceptance letter with reviews must be submitted.</td>
<td>• A paper accepted in a conference or workshop. OR</td>
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<td>• A paper accepted at a workshop overseas and fully refereed (minimum 2 reviews). Acceptance letter containing this information and reviews must be submitted.</td>
<td>• An accepted poster.</td>
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<td>• To be eligible for an additional $500 award, the student must publish a journal paper as the first author. Only fully refereed journals are considered.</td>
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STUDENT CHECK LIST FOR PROCESSING

APPLICATION APPROVAL PROCESS TO GRADUATE PROGRAM – SIGN IN through gradawards.sfu.ca

☐ A completed Travel & Minor Research Award (TMRA) application.
☐ A copy of your Conference registration form
☐ A pdf of your letter of acceptance from the conference organizer (reviews included) and abstract.
☐ A pdf of your journal, specifying number of pages and whether or not it is peer reviewed.
☐ Conference name, dates and location.
☐ A proposed budget in Canadian Dollars.
☐ A reference from your senior supervisor to include confirmation of matching award funds or a maximum amount they will provide.

REIMBURSEMENT FOR TRAVEL EXPENSES

1. Expense Claims - Training Videos & Reference Materials
2. Expense Claims - Quick Guide Entry - Research Projects
3. Expense Claims - Supporting Documentation
4. Expense Claims - Deducting the TMRA
5. Expense Claims - Non-employee (not on payroll)
In selecting individuals best qualified for the various awards we give, certain principles of fairness and responsibility should apply.

The awards are based on merit according to the evidence presented by the applicant.

1. The data used are to the best of our ability current and correctly interpreted.
2. We do not discriminate on the basis of race, religion, ethnicity, gender, sexual orientation, national origins or wealth. In some cases, where awards are specifically targeted by their sponsors to certain classifications (e.g. women, gays, international students, Surrey residents, seniors, communications students), we will abide these restrictions so far as they are consistent with the rules of SFU and part of a spectrum of awards that, in their entirety, offer good opportunity for all classes of applicants.
3. Commonly, applicants can reapply in later cycles of an award judgment (i.e. when an award is offered again), unless specifically excluded for published reasons.
4. We will publish clear guidelines as to the amounts given, criteria, deadline dates and application process for awards in a timely way.
5. We respect the individual privacy of applicants and their data. While we can speak to guidelines and general qualification of awardees, we cannot disclose individual data to those outside the immediate judging and awards process.
6. All application materials become property of the Committee and will not be returned unless by prior agreement (this is usually for costly items, such as research reports, books, theses).
7. The composition of the awards committee for a given award is to be broadly representative, across the scope of the award.
8. Conflict of interest is to be studiously monitored by the committee: members are expected to recuse themselves in such cases, including roles of senior supervisor, supervisory committee member, family relationship, business partnership or other close relationship.
9. The awardees will be publicly announced by a date and time previously and openly published.
10. The Awards Committee will exercise good judgment in accepting new funding for awards; that their conditions are not in violation of fair play described here or in the general rules and principles of SFU.
11. In all instances, we are governed by the rules of Simon Fraser University which take precedence over the foregoing if in conflict.