STUDENT CHECK LIST FOR PROCESSING

A. APPLICATION APPROVAL PROCESS TO GRADUATE PROGRAM
   - through gradawards.sfu.ca

☐ A completed Travel & Minor Research Award (TMRA) application

Attachments with your application submission

☐ A copy of your Conference registration form

☐ A pdf containing your letter of acceptance from the conference organizer (reviews included) and abstract

☐ Conference name, dates, and location

☐ You MUST complete a proposed budget.
   Please be sure to complete the budget of expenses in CANADIAN Dollars.

☐ A letter of support from your senior supervisor that notes if they are providing any matching funds and which of their research accounts these funds are to be taken from.

☐ Email the conference registration to siatgrad-office@sfu.ca to complete your application.

B. Reimbursement for Approved Travel Expenditures (through fins.sfu.ca and Lisa DaSilva)

☐ Upon your return you will need to complete a Travel & Business Expense Claim.  All students complete must complete a Travel Expense Form.

Include with your Travel & Business Expense form the conference program and all original receipts [meals (please be sure to remove any alcohol and related taxes as alcohol is not an allowable expense), conference fee, taxi, etc.], and boarding passes [both going and return].  For travel outside of Canada you must convert your amounts to Canadian and include proof of conversion.  Tape all receipts onto an 8.5 by 11 sheet of paper for ease of copying and submit your claim to Lisa DaSilva.
SIAT Graduate Travel Awards are available to full-time SIAT graduate students. Awards are valued at $500 or $1000, see page 2 for further information. A student is eligible for two awards per fiscal year to a maximum dollar amount of $1500. This will increase to 3 awards if more than 50% of available funds are not spent by November 30th of the fiscal year. The fiscal year runs from April 1st – March 31st, travel must be completed before the March 31st deadline with your expense claim submitted immediately upon your return; otherwise the travel will count towards the next fiscal period.

Students with unsatisfactory progress in the program are not eligible to receive a Travel Award.

Applications will be considered in the order they are received by the SIAT Graduate Office, only complete applications will be considered

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) on which he or she appears as 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 a formal notification of acceptance.

Award Amounts and Eligibility Criteria

1. To receive a $1000 travel award a student has to have:
   - Paper accepted in the main program of the conference (long or short), fully refereed (minimum 3 reviews), overseas or North America – need to supply acceptance letter with reviews. OR
   - Paper accepted at workshop overseas, fully refereed (minimum 2 reviews), acceptance rate below 30% - need to supply acceptance letter containing this information and reviews.
2. To receive $500 travel award a student has to have
   - paper accepted in a conference or workshop other than as specified above. OR
   - Accepted poster

**A student who publishes a journal paper as the first author is eligible to apply for an additional $500 award, either as the third travel award (e.g. $1000+$500+$500), or as a top-up for the second travel award $1000+$1000. The official publication date of the paper determines eligibility. Only fully refereed journals are considered. This award depends on the availability of funds at the time of travel. If this award is taken as a third award (i.e. $500) it can be used to attend the conference without having the paper accepted.**
PRINCIPLES

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.