

# Application for Graduate Student Conference Travel Funds

## ▶ APPLICANT INFORMATION

First name		Surname	
Student number	Email	Phone	
CIRCLE: MA MEd MSc PhD Program:			

I am applying for funding to support my:		
<input type="checkbox"/> Travel to present research paper at a conference (attach letter of acceptance from conference organizer) <input type="checkbox"/> Travel to present poster at a conference (attach letter of acceptance from conference organizer)		
Title of Research:		
Outline relevance of conference to degree program:		
Name of Conference	Amount Requested: \$400 \$800	
Destination	Dates of Travel	Estimated cost of travel
Further cost details if necessary: (estimated costs of airfare, conference registration fees, accommodation, transportation, meals)		

I declare all information provided by me to be true and agree to abide by the Terms of Reference of the Graduate Student Conference Travel if this application is approved.

\_\_\_\_\_| Signature of Student \_\_\_\_\_| Date \_\_\_\_\_|

Recommendation of Senior Supervisor (Brief statement in support of applicant's travel. It is understood that the comments and ranking will be released to the applicant if requested in writing).
Signature of Supervisor

## ▶ (Department Use only)

Recommendation of Graduate Program Chair: Applicant is: <input type="checkbox"/> Recommended for award at: \$_____ <input type="checkbox"/> Not recommended
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Signature of Graduate Program Chair or equivalent Faculty or Unit representative  
 \_\_\_\_\_| Name (please print) \_\_\_\_\_| Signature \_\_\_\_\_| Date \_\_\_\_\_|

**Freedom of Information and Protection of Privacy**  
 The information on this form is collected under the authority of the University Act (RSBC 1996, c. 468) and is needed to process your application for a graduate scholarship or award. The information will be used to verify qualification and decide your eligibility for the award. If you have any questions about the collection, use and disclosure of this information please contact the Director of Graduate Programs, 778-782-3984.



## Graduate Student Conference Travel Terms of Reference

The purpose of the Faculty of Education, Graduate Programs' Graduate Student Conference Travel fund is to support travel for students presenting research papers/posters at academic conferences.

1. Recipients must be registered in an MA, MEd, MSc or PhD \* program and in good standing (not on-leave or on an extension or readmission).
2. Funds up to \$400 will normally be provided for travel for presentation of a research paper for two academic conferences or \$800 for one academic conference per student per fiscal year (April 1 – March 31).
3. Funds up to \$400 will normally be provided for travel for one poster presentation at an academic conference per student per fiscal year (April 1 - March 31).
4. The maximum amount of funding a student may receive in a fiscal year is \$800.
5. Funding is not available to students attending conferences after their thesis examination.
6. Application is made by completing this form in full and submitting to the Faculty of Education, Graduate Programs office at least one month prior to the date of the proposed travel.
7. The Faculty of Education, Graduate Programs office will notify students by email if funding approval has been granted. Claims should be made within 4 weeks in order to ensure prompt payment.
8. Funding is contingent on the availability of funds.

Forward your application and supporting documents to:

Graduate Programs, Faculty of Education  
Burnaby Campus, EDB Room 8533,  
Burnaby, BC V5A 1S6  
Phone: 778.782.3591  
or email [edgpadmn@sfu.ca](mailto:edgpadmn@sfu.ca)

Additional travel support may be available from:

Education Graduate Student Associate (EGSA) <http://www.sfu.ca/egsa/>  
Graduate Student Society (GSS) <http://sfugradsociety.ca/>  
Dean of Graduate Studies - Travel and Minor Research Awards, Graduate International Research Travel, Michael Smith  
Foreign Travel Supplement <http://www.sfu.ca/dean-gradstudies.html>

\* This funding is available to students in the following programs:

PhD: Arts Education  
Curriculum Theory and Implementation  
Curriculum Theory and Implementation ( Philosophy of Education)  
Educational Psychology Program  
Educational Technology and Learning Design  
Languages, Cultures, and Literacies  
Mathematics Education

Masters: Arts Education  
Counselling Psychology  
Curriculum and Instruction: Equity Studies in Education  
Curriculum and Instruction: Foundations  
Curriculum and Instruction: Maitrise en education on Francais  
Education Individual Program  
Education Technology and Learning Design  
Secondary Mathematics Education  
TEAL-Teaching English as an Additional Language