

Application for Graduate Student Conference Travel Funds

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▶ APPLICANT INFORMATION

First name		Surname	
Student number	Email	Phone	
CJ GEM'QPG: *****MED *****Gf D *****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:	
Destination	Dates of Travel	Estimated cost of travel	
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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

Name:

▶ (Department Use only)

Recommendation of Graduate Program Chair:

Applicant is: Recommended for award at: \$ _____ Not recommended

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.

COMMUNITY GRADUATE PROGRAMS

Graduate Student Conference Travel Funding

Terms of Reference

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

1. Recipients must be registered in good standing in a Community Master of Education (M.Ed.) or Doctor of Education (EdD) cohort program (not on-leave or on extension of time limit).
2. Funds up to \$400 may be provided by the Faculty of Education, Community Graduate Programs for travel for presentation of a research paper or poster at one non-local academic conference per student per fiscal year (April 1 – March 31). Funding is contingent on the availability of funds.
3. Funding is available to EdD students once core coursework is completed successfully. Funding is not available to students attending conferences after their thesis examination.
4. Applications must be received in the Faculty of Education, Community Graduate Programs, at least one month prior to the date of the proposed travel.
5. Application is made by completing the application form in full and must include:
 - a) A brief description of the work to be done, paper or poster to present, and its relevance to the student's program;
 - b) A brief budget showing anticipated travel expenses and all sources of funding applied for or received, including research grant contributions;
 - c) The original letter or email from the conference organization confirming the conference presentation;
 - d) Recommendation of Senior Supervisor or Faculty Sponsor.
6. The Faculty of Education, Community Graduate Programs office will notify students by email if funding has been granted.
7. Claims should be made within four weeks of travel in order to ensure prompt reimbursement. Reimbursement is per the SFU Business and Travel Expense policy AD 3.02 (www.sfu.ca/finance/policies.html).
8. Please forward completed application forms and supporting documents to:
Manager, Community Graduate Programs, Faculty of Education
Simon Fraser University
250-13450 102 Avenue
Surrey, BC, V3T 0A3 (778.782.8120)
edcgpmgr@sfu.ca

Please note that additional travel support may be available from:
Education Graduate Student Association (EGSA) www.sfu.ca/egsa
Graduate Student Society (GSS) <http://sfugradsociety.ca>
Graduate Studies & Postdoctoral Fellows – Travel and Research Awards <http://www.sfu.ca/dean-gradstudies/awards/travel-and-research-awards/girta-tor.html>