Departmental Conference Travel Fund Policy

(Revised: March 2020)

**APPLICATION ROUNDS**

We will invite conference travel funding applications in three rounds. They will be as follows:

April 1st, August 1st and January 15th.

**PRIORITIES**

In each application round the selection criteria will be as follows:

First Priority: Students in years 2 to 6

Second Priority: Students in years 1 and 7+

**EXTERNAL CONFERENCE FUNDING**

The Department will require applicants to apply for any conference funding they may be eligible for directly from the conference they are participating in. For the CPSA conference, if you are eligible you must provide evidence that you have applied for funding from the conference. If you are eligible but do not apply we will reduce your funding by the amount you were eligible for. The Department’s funding cap will be also reduced by the amount of funding participants are eligible provided you have applied by the appropriate deadline and do receive CPSA funding. For other conferences, applicants should indicate in the conference travel funding application form that they have applied for funding from the conference they are participating in.

**FUNDING FROM FACULTY HOLDING RESEARCH SCHOLARSHIPS**

The Department will encourage faculty holding research grants with provisions for conference participation for students to provide funding for students when they are invited to do research relevant conference paper presentations.

**FUND CEILING**

The Department will provide conference awards to a maximum of its yearly allocated budget. Should amounts exceed expected expenditures in the first two rounds, subsequent rounds will have reduced funding. In the latter case, funding will be provided either on a first-come-first-serve basis until funds are exhausted, or a merit-based competition will be held.

**CONFERENCE AWARDS**

The Department will provide awards on the following basis:

1. Ontario, Quebec: $500
2. Maritimes, East Coast US: $750
3. Western Canada, Western US: $1000
4. Non-US, including Hawaii: $1300

**LIMIT TO NUMBER OF CONFERENCES AND MAXIMUM**

Students are eligible to receive funding for two conferences each fiscal year (May 1st to April 30th), up to a maximum of $1750.00 per year. Students are eligible to only two conferences outside of continental US and Canada during the course of their doctoral studies.

**DEADLINE AND PROCESS FOR AWARD CLAIMS**

Award claims should be received within a month of the conference. Air Ticket and Proof of conference presentation must be submitted to the Graduate Office.