

Graduate Student Travel Award

Description

The AVP, Research Operations receives numerous requests throughout the academic year for funding in support of research activities. The AVP, Research Operations, is committed to promoting and enhancing research capacity at UNBC. All knowledge creation and faculty dissemination requests will continue to flow through the RSIG application process.

New as of July 1, 2024:

Graduate students will apply independently for the Graduate Student Travel Award, which provides funding of up to \$1,000. To apply, please use the [web form](#). Romeo applications are no longer required. For more details, please refer to the UNBC Graduate Student Travel Award Funding Guidelines Funding supports collaboration and the dissemination of research by funding knowledge mobilization and dissemination activities, such as participating in workshops seminars, attending scholarly conferences to present research, or community engagement events.

Graduate Student Travel Award Application Process:

Important Points to Note:

- **Incomplete Applications:** Incomplete applications will not be considered; this includes failure to upload requested documents (Budget form, Justification statement, or proof of acceptance).
- **Funding Allocation and Application Support:** Each applicant is eligible to receive up to \$1000 (over the course of their graduate studies at UNBC). The receipt of a travel award and the amount awarded is subject to the availability of funding. In the event that the student utilizes only a portion of the allocated funds, they may maintain eligibility for subsequent awards. For each quarter, the budget is \$12,500 (or a minimum of 12 awards, depending on funding requested). It's important to note that not all applications submitted by students will necessarily be approved.
- **Alignment with Studies:** Students must provide evidence (Justification Statement) that their travel aligns with their thesis or studies at UNBC.
- **Retroactive Applications/Claims Not Considered:** Applications submitted for expenses incurred after travel has already taken place will not be considered. The application process requires expenses to be approved in advance to ensure transparency. Award recipients must adhere to the guidelines and travel expenses must align with those identified in the budget.
- **Application Submission and Approval Process:** As soon as the student fills out the application and submits it, the supervisor will get an automatic notification via Teams and Outlook. Please note that the application cannot be processed until your supervisor confirms that you are presenting or attending the event. Please ensure that you use your correct and official UNBC email address (MScN-FNP students: Please use advisor's email mscnadvising@unbc.ca). Errors can result in delays, or you may need to fill out the application again. Additionally, it could lead to the denial of your application. Students are kindly requested to tick the box at the end of the application to receive a receipt (for your files, and in the event that your supervisor requests to see your application).
- **Apply in the Previous Quarter (If Possible)**
If you anticipate **travel expenses, such as flights or accommodations, or other advanced expenses, such as registration fees**, plan ahead by applying for the travel award in the quarter preceding the event. This

ensures that funds are disbursed in time to cover early expenses, reducing out-of-pocket costs for students and supervisors. As the Graduate Student Travel Award is processed through cheque requisition, there may be limitations in reimbursing supervisors who cover expenses through internal accounts, as the award disburses funds exclusively via cheque.

Maximum Award Value: The maximum lifetime value of the travel award is \$1000. If a student utilizes the full \$1000 during one trip, they will be ineligible for future travel awards. However, if only a portion of the amount is used, the student may still be eligible for a future Graduate Student Travel Award for the rest of the portion. Please ensure compliance with these guidelines when applying for travel awards.

Evaluation Criteria:

All applications for the Graduate Student Travel Award will be evaluated based on the following criteria:

1. **Alignment with Graduate Program Goals:** Applications will be assessed based on how well they align with the goals and objectives of the student's program. Strong emphasis will be placed on how attending the workshop, community engagement event, conference or other Knowledge transfer activity contributes to the applicant's academic and professional development.
2. **Justification Statement:** The quality and strength of the justification statement provided by the applicant in the application will be carefully reviewed. Applicants are encouraged to articulate clearly how their participation in the proposed activity will benefit their academic pursuits and contribute to their overall growth as a scholar.
3. **Priority Consideration:** Priority consideration will be given to applicants who have not previously received the award within the fiscal year, ensuring equitable distribution of funds among eligible candidates. While applicants are eligible for a lifetime value of \$1000, they may still apply for a portion of the award. However, in case of budget constraints, preference will be given to those who have not previously received the award.
4. **Expected Benefits:** The potential benefits that the applicant will derive from attending the workshop, seminar, conference, or community engagement event will also be taken into account during the evaluation process. This may include opportunities for networking, knowledge dissemination, skill development, and academic recognition.

Review Process:

The Committee will review each application along with the attached documents. Applications will be carefully assessed, evaluated, and ranked on the criteria outlined above. Applicants can expect a fair and thorough review process aimed at supporting the scholarly endeavors of graduate students at the university.

Application Deadlines

Graduate Student Travel Award Applications must be submitted by the specified deadlines provided below. If an applicant intends to attend a conference within the first 20 days following the deadline, it is recommended that they apply in the previous quarter to ensure adequate processing time. For example, for a conference taking place on April 20th, applicants should submit their application in January (Previous quarter). To enhance the likelihood of successful consideration, applicants are advised to plan and submit their applications well in advance of their planned travel dates. Additionally, If you expect travel-related expenses, apply early to ensure timely cheque disbursement, as reimbursements through internal accounts may not be possible

Deadlines for applications are as follows:

January 1
April 1
July 1
October 1

Updated: Oct 2024, to be reviewed annually by VPRIs office

If the application deadline falls on a weekend or a holiday, applications will be accepted until midnight of the following business day. Please plan accordingly and submit your applications in accordance with these deadlines to ensure timely processing.

****Please note if an applicant intends to attend a conference within the first 20 days following the deadline, it is recommended that they apply in the previous quarter to ensure adequate processing time. Additionally, incomplete applications will not be considered, and retroactive applications will not be accepted****