

## Graduate Student Travel Award Guidelines

### Description

The Graduate Student Travel Award supports research collaboration and the dissemination of research by funding knowledge mobilization and dissemination activities, such as participating in workshops or seminars, presenting at scholarly conferences, or engaging in community-based events.

### Award Criteria and Eligibility

Graduate students are eligible to receive up to \$1000 (over the course of their graduate studies at UNBC).

**Please note:** The receipt of a travel award and the amount awarded is subject to the availability of funding. In the event that a student applies for only a portion of the funding, they may maintain eligibility for subsequent awards. Priority consideration, however, will be given to applicants who have not previously received the award.

For each quarter, the budget is \$12,500 (or a minimum of 12 awards, depending on funding requested). Please note that while we aim to support as many students as possible, funding is **limited and competitive**, and not all applications will be approved.

### Application Process

Graduate students can apply directly for the Graduate Student Travel Award. To apply, please use the [web form](#).

### **Important Points to Note:**

- **Alignment with Studies:** Students must provide evidence (Justification Statement) that their travel aligns with their thesis or studies at UNBC.
- **Active Participation Required:** Students must be actively participating in the event (e.g., presenting a paper or poster). Attending a conference or event without an active role does not meet the eligibility requirements for this award.
- **Incomplete Applications:** Incomplete applications will not be considered; this includes failure to upload requested documents (Budget form, Justification statement, or proof of conference acceptance, if applicable).
- **Retroactive Applications/Claims Not Considered:** Applications submitted for expenses incurred after travel has already taken place will not be considered.
- **Application Submission and Approval Process:** As soon as the student fills out the application form and submits it, the student's supervisor will receive an automated notification via Teams and Outlook to verify that the event is reputable and relevant. This step also confirms the supervisor's support for the student's participation. Please ensure that you use your supervisor's correct and official UNBC email address (MScN-FNP students: Please use advisor's email mscnadvising@unbc.ca). Errors can result in delays, or the denial of your application.
- **Receipt Confirmation:** At the end of the application form, students are encouraged to tick the box to receive a confirmation receipt. This can be useful for your records or if your supervisor requests a copy of the application.

### Evaluation Criteria:

All applications for the Graduate Student Travel Award will be evaluated as part of a competitive selection process based on the following criteria:

1. **Alignment with Academic and Professional Development 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 dissemination event contributes to the applicant's academic and professional development.

2. **Alignment with your research:** Applicants are encouraged to provide a **clear and specific explanation** of how their **active participation** (e.g., presenting) at the event will support their research (thesis, capstone, or research project).

3. **Expected Benefits:** Applicants will be assessed on the potential benefits that they will derive from attending the workshop, seminar, conference, or community engagement event. This may include opportunities for networking, knowledge dissemination, skill development, and academic recognition.

### **Review Process:**

Awards are allocated based on a **competitive ranking** of applications reviewed by a committee, following supervisor verification

- Once the application is received and the supervisor confirms event relevance, the application moves forward to the committee.
- The committee will review and score all applications within **three (3) weeks**.
- Based on available funds, the **top 12 applications** will typically be selected for funding each quarter.
- Students will receive a notification of the results by email **within one (1) month** of the application deadline.

Successful applicants will receive an award letter, after which the administrative team will begin the process of distributing funds.

**Please note:** It may take an **additional 2 to 3 weeks** after completing the cheque requisition for funds to be deposited into the student's bank account. Students are encouraged to plan accordingly and submit applications in advance of their travel date.

Award recipients must adhere to the guidelines and travel expenses must align with those identified in the budget. If an award recipient is no longer able to participate in the planned event, please contact [grad-scholarships@unbc.ca](mailto:grad-scholarships@unbc.ca) as soon as possible to cancel your award.

### **Application Deadlines**

Graduate Student Travel Award Applications must be submitted by the deadlines below. If an applicant intends to attend a conference within one month of the application 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. To enhance the likelihood of successful consideration, applicants are advised to plan and submit their applications well in advance of their planned travel dates.

#### **Deadlines for applications are as follows:**

January 1  
April 1  
July 1  
October 1

If the application deadline falls on a weekend or a holiday, applications will be accepted until midnight of the following business day.