

**Office of Research**

**Graduate Student Research and Conference Travel Award Application**

Last Name		First Name	
Student #	<input type="text"/>	Email	@unbc.ca
Applying For	Research <input type="checkbox"/>	Conference <input type="checkbox"/>	Program
Is your travel also being partially funded by another UNBC Source? (if yes – where is the funding coming from and what is the amount that is being provided?)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Dates Travelling To and From			
Destination of Travel			
Dissertation/ Thesis/Project Title or Topic			

**Conference Travel Eligibility Description**

Conference Travel Awards are for student travel to a conference to present a paper or poster. If, Proof of acceptance must be submitted prior to attending the conference. This award cannot be used for a conference attended prior to the award application. Students must be registered in a dissertation, thesis or project route in order to apply.

**Research Travel Eligibility Description**

Research Travel Awards are for travel outside your home campus/place of residence to do: thesis research, data collection, field research, library visits, or travel to laboratories/research institutes/centers. Students must be registered in a dissertation, thesis or project route in order to apply.

**Eligibility**

- Students must be registered in the current semester as well as the semester they will be traveling in, in good standing with no monies owing, no holds on their accounts, with up to date student file.
- Students can be in any field of study at UNBC, as a part-time graduate student or a full-time graduate student. Travel must be relevant to your program at UNBC. Students registered as pre-entry or non-degree are not eligible for this award.
- Students are not eligible once they have completed their thesis/dissertation/project defense or otherwise completed their written project in a degree program and stream not requiring a defense.
- Students attending a conference must provide proof that they have been accepted to present a poster or paper.

There is no deadline to apply for this award; however, it is best if you apply as soon as possible. **Applications submitted less than 10 working days before date of travel cannot be guaranteed to be processed.**

<b>OFFICE USE ONLY:</b>			
Prior Award: _____	Student Registered <input type="checkbox"/>	No Monies Owing: <input type="checkbox"/>	No Holds on Account: <input type="checkbox"/>
	Forms Up to Date: <input type="checkbox"/>	Thesis/Project/Dissertation: <input type="checkbox"/>	
Signature of Vice President of Research (or Designate) _____			Date _____

### Maximum Eligible Value:

Students are welcome to apply for multiple awards for either research or conference travel, but can only receive a maximum amount of funding over the course of their degree:

- \$2,000 for Master's students
- \$3,000 for Doctoral students

### Additional Required Documents

- 250 word Dissertation/Thesis/Project Abstract.
- 250 word Summary of how conducting research or attending a conference is pertinent to your Dissertation/Thesis/Project topic.
- 1 page Budget Detail explaining the specific costs of the travel. Budget should not be limited to costs that may be covered by the award. The budget should include all cost of travel and sources of additional funding.
- For conference travel, provide a copy of abstract of the paper or poster submitted to conference and proof of acceptance to present at the conference.
- For research travel evidence of application for ethics approval if appropriate<sup>1</sup>

### Important Notes:

- No money will be issued prior to authorized travel.
- Students are not guaranteed a travel award or to receive the amount requested.
- Award funding will be issued via a travel claim for expenses incurred as per the Department of Finance regulations.
- Successful applicants will also be asked to provide a short summary of their travels, which may be used for recruitment purposes
- If travelling outside the country for more than 120 consecutive days, you will require additional insurance
- Please review the award guidelines for further information.

I hereby declare that the information I have submitted in this award application is true and correct to the best of my knowledge.

I understand that if granted an award, I will be expected to submit a short summary of my travels as well a UNBC Travel Claim Form within a two week period after my travel. Confirmation of conference registration and presentation information is also required for Conference Travel, and ethics may also be required for Research Travel.

I also understand that any purchases made will be reimbursed according to UNBC policy and procedure. I am responsible for familiarizing myself with and adhering to relevant policies related to travel and keeping all required receipts.

\_\_\_\_\_  
Signature of the Student

\_\_\_\_\_  
Date Signed

**Supervisor:** I have reviewed and I am aware of the student's application to the Research/Conference Travel Award.

\_\_\_\_\_  
Signature of the Supervisor

\_\_\_\_\_  
Print Name of Supervisor

\_\_\_\_\_  
Date Signed

<sup>1</sup> Research involving human subjects, animals, or biohazards must have ethics approval before travel commences. Consult the UNBC Office of Research website at [www.unbc.ca/research](http://www.unbc.ca/research) for the appropriate UNBC research ethics committee.