Graduate Student Travel Grant Details

**Purpose:** This internal Graduate Student Travel Grant is intended to subsidize travel to conferences for full-time graduate students in Master’s or Doctoral programs only. In order to be eligible, students must present scholarly work (e.g. a presentation, poster, demonstration, visual arts piece or performance) based on the results of their graduate thesis research at a national or international scholarly meeting or conference.

**Adjudication:** Grant applications will be assessed by the Internal Research Grant Committee members. It is expected that the competition results will be announced approximately six weeks following the competition deadline.

**Award Criteria:** Applications should address the following questions:

1. What are the research results to be presented? (must be described in terms accessible to a lay person)
2. Where is the presentation being made? (what conference/location/society, at the local/national/international level, to what audience?)
3. Why is the selected conference an important venue for presenting the research results? (what are the benefits to the student and to UBC Okanagan to have the applicant’s presentation given at this conference?)
4. What was the Applicant’s role in the development of the research results (ideas/experiments/studies/artistic products/analysis/synthesis/writing) being presented? What is the Applicant’s role in the conference?
5. Why is the Applicant an excellent candidate for the travel award? (demonstrate excellence of the applicant; please attach a C.V. as per template)

Each of the above criteria has equal weight in the ranking of the applications.

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Eligibility: Full time graduate students presenting their scholarly work at a conference are eligible to apply in the term in which they plan to travel.

- Applicant must be included in the conference program.
- Travel must occur after the competition results are determined; results expected 6 weeks from deadline date. Only expenses incurred within the term of the award are eligible for reimbursement.
- The research for this presentation must have been done while you were a student at UBC Okanagan.
- Student must be registered in a UBC Okanagan graduate program at the time of the application and at the time of the conference.
- Applicants may receive travel funding once as a Master’s student and twice as a PhD student (in non-consecutive years).
- If previously awarded a Graduate Student Travel Grant, the final report must be submitted to the Office of Research Services by the deadline date for the competition you are applying for.

Non Eligible: Where two or more students who co-author a paper or presentation only one may apply for funds to travel to any given conference.

Special Consideration:
At each competition, the Internal Research Grant Committee will have the discretion to offer ONE travel grant for an application that would normally be disqualified for not meeting the criteria/eligibility requirements in regards to the date and deadline eligibility requirements only. For example, a student may be considered for special consideration if the date of a conference’s call for papers made it impossible to apply for the travel grant in the appropriate competition.

Important notes:
- Applications requesting special consideration would have to be truly exceptional in nature and have significant mitigating circumstances. Lack of foresight or simply missing a deadline would not be sufficient grounds to warrant special consideration.
- These applications must be accompanied by a cover letter requesting special consideration and explaining the reason why the applicant is applying outside of the dates indicated by the grant terms of reference and/or why the applicant was unable to make the deadline.
- Expenses would not be eligible for reimbursement through the grant until the date the account is created; this may be as late as four weeks after the application deadline.

How to Apply
Complete the Graduate Student Travel Grant Application Form and Internal Research Grant Checklist after carefully reviewing the Award criteria and eligibility information.

The application must be the original copy, single-sided and not stapled, and must contain copies of all required documentation, including the following attachments:

a. Final Report from any previous UBC Okanagan Internal Grant(s)
b. Letter of Invitation/Acceptance that describes the nature of your participation in the conference (with English translation if necessary) (see Important Notes on next page for additional information)
c. Abstract (as submitted to conference organizers)
d. 2 page C.V. – please use separate headings to distinguish between conference presentations and written publications; follow template provided.
e. Airfare Quote
f. Accommodation Quote

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g. Confirmation of Registration
h. (Optional) Additional details about the conference (brochure, list of plenary speakers, etc.) **One-page maximum.**
i. If you are applying for special consideration, a one page cover letter explaining why the Committee should consider this application must be included.

**Important notes:**
- **Documentation:**
  - If any of the mandatory documentation is unavailable at the competition deadline an explanatory note must be included with the application.
  - In the case of an incomplete application, a committee decision to award a travel grant will be made on a provisional basis only, pending receipt and review of the necessary documentation.
  - When the documents are available, please submit to the Office of Research Services (ORS) immediately.
- **Applicants are encouraged to apply even when their acceptance to the conference is still pending at the time of the application deadline.**

**Signatures:** The **original** (no photocopies or facsimiles) signatures of the applicant, Department/Unit Head (if applicable) and Dean or Dean Designate must accompany all applications.

**Reporting:** All grant holders are required to provide a brief report of their presentation/conference attendance no later than six weeks after the travel is completed. Failure to report will affect the eligibility of any future travel grant applications. Final report templates are available on the ORS Internal Research Grant website.

Please inform ORS immediately if you decide to decline this award, or if circumstance have changed such that it is no longer required; failure to do so may affect future Internal Research Grant applications.

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**Application Submission**

When the application is complete, submit the original copy of the application (including the required attachments) to the Office of Research Services at UBC Okanagan. The application must be received by 4:00 pm on the deadline day.

**Office of Research Services, UBC Okanagan Campus**
**FIPKE 336**

**PLEASE NOTE:** Supplementary documentation will not be accepted after the application has been submitted, unless requested by the Office of Research Services. Late applications will **NOT BE ACCEPTED.**

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Graduate Student Travel Grant: CV Guidelines and Template

To facilitate the review process, it is suggested that your CV adhere to the guidelines below; failure to do so may affect the review of your application.

- 2 page maximum
- Font size 12
- Use the template provided below

Template:

Personal Information

Education
• Degrees

Academic Awards and Honours
• Distinctions
• Scholarships
• Awards

Research Contributions
Note: use separate headings to distinguish between journal articles and conference presentations (posters/abstracts)
• Journal Articles
• Publications
• Abstracts
• Posters
• Patents

Work Experience (space permitting)
• Begin with most recent and put in chronological order

Other items (space permitting)
• E.g. memberships