UNDERGRADUATE STUDENT TRAVEL GRANT

Value: Up to $750 (for all travel - Canada, USA, International)

<table>
<thead>
<tr>
<th>Application Deadline</th>
<th>Conference Held Between</th>
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<tbody>
<tr>
<td>February 15</td>
<td>April 1 – December 31</td>
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<tr>
<td>April 15</td>
<td>June 1 – February 28</td>
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<tr>
<td>August 15</td>
<td>October 1 – June 30</td>
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<tr>
<td>October 1</td>
<td>November 15 – August 15</td>
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Applications are considered four times per year and must be submitted by one of the deadline days above. If one of these dates falls on a weekend the deadline will moved to 4 pm on the first working day that follows.

Undergraduate Student Travel Grant Details

Purpose: This Undergraduate Student Travel Grant is intended to subsidize travel to conferences for full-time undergraduate students attending UBC Okanagan that have completed at least 60 credit hours towards their degree. 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 research conducted at UBC Okanagan, 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 these categories has equal weight in the ranking of the applications.
**Eligibility:** Full time undergraduate 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
- Applicants must be registered full-time in a UBC Okanagan undergraduate program at the time of applying and at the time of the conference/travel.
- Applicants must be in good academic standing with a minimum average of 80% (Calculated over the last 60 credit hours; if the credit hours cut off lands in the middle of a semester, then all the marks for that semester are to be used in the calculation)
- Applicants must have completed at least two years of study (60 credit hours).
- Applicants may receive travel funding through the Internal Grants program only once as *undergraduate*.

**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.

**How to Apply**

1. Complete the Undergraduate Student Travel Grant Application Form and Internal Research Grant Checklist after carefully reviewing the Award criteria and eligibility information.

2. 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. Letter of Invitation/Acceptance that describes the nature of your participation in the conference (with English translation if necessary)
   b. Abstract (as submitted to conference organizers)
   c. C.V. – *follow template provided below.*
   d. Airfare Quote
   e. Accommodation Quote
   f. Confirmation of Registration
   g. Copy of university transcript(s)
   h. Letter of support from supervisor
   i. (Optional) Additional details about the conference (brochure, list of plenary speakers, etc.) *One-page maximum.*

**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 ORS immediately.
- To verify eligibility regarding credit hours, applicants will be required to provide transcripts (“unofficial” UBCO accepted; official transcripts are required from other institutions).
- 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, Supervisor, 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 prevent acceptance of any future internal grant applications.

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

**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 Research Services. Late applications will NOT be accepted.

See next page...
Undergraduate 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 Honors**
- Distinctions
- Scholarships
- Awards

**Research Contributions and/or Research Experience**
Note: use separate headings to distinguish between journal articles and conference presentations if applicable (posters/abstracts)
- Journal Articles
- Publications
- Abstracts
- Posters
- Patents

**Work Experience**
- Begin with most recent and put in chronological order

**Other items**
- E.g. memberships