# Internal Travel Grants for SIS Students – Information

The Travel Grant program allocates funds to SIS students for travel expenses incurred when they present research communications at academic and professional conferences.

## Eligibility

SIS Internal Travel Awards are intended to support the dissemination of research. The applicant must be presenting a peer-reviewed paper at an academic conference. The conference should be sponsored by a recognized academic or professional organization such as CLA, ALA, CAIS, ASIS&T, ALISE, etc. **Poster presentations and presentations at graduate student led conferences will not be funded.** The quality of the publication and venue will be taken into consideration, with preference given to more prestigious venues attracting an international audience.

Doctoral and MISt students who are presenting their own work at a conference are eligible to apply. **Selection is competitive** with preference in the selection process given to first authors in the following order: Doctoral students, MISt-project students, and MISt (non-project) students. Other factors that will be taken into consideration include: relevance to degree/program, with preference given to those presenting their thesis (Phd) or project (MISt-project) research; seniority, with preference given to those in the later stages of their program; and funding history, with preference given to those who did not receive travel grant support previously/recently.

**A maximum of $500 is available for continental travel and $1000 for intercontinental travel.** SIS Travel Awards are meant to supplement other sources of funding. Applicants must also apply for other external travel funds (e.g., Arts Graduate Student Travel Awards) and obtain funding from their supervisor(s) when possible. Applicants must provide a budget for the travel and list other sources of funding (secured and/or applied for). The applicant must demonstrate feasibility by describing how the trip will be fully funded if a grant is awarded.

**Successful applicants will not be awarded more than one SIS Travel Grant per year
(May 1st – Apr 30th).**

PLEASE NOTE that to be considered eligible for funding, applicants are **expected to regularly attend the SIS Seminar Series** (attending at least 75% of the seminars in the previous year). The application form includes a section in which seminars attended should be listed. Extenuating circumstances will be reviewed. *(To provide a phase-in period, this requirement will be relaxed during the 2016/17 application year; applicants should nonetheless fill out this section below).*

## Requirements

**Recipients of a SIS Internal Travel Award are expected to:**

1. **Submit their travel receipts (and boarding passes or other proof of travel) within 10 days of the event.** If, for whatever reason, the recipient does not attend the event, any advances on the award must be returned.
2. **Provide a presentation to the School within 6 months of their attendance at the conference/event.** This presentation can take the form of a practice talk prior to the conference, or a summary report following the conference. Other presentations types may also be acceptable. This presentation can be held during an existing series (e.g., ASIS&T Lunch Series) or scheduled independently. An announcement for the talk must be circulated to the department at least 1 week prior. Recipients who do not fulfill this requirement will be ineligible for future SIS Travel Awards.

Recipients of a SIS Internal Travel Award must give the School permission to advertise their award on the School website and relevant social media channels (e.g., Facebook, Twitter).

## Deadlines

Applications will be reviewed 3 times per year: September 15th, January 15th, and March 15th. If a deadline falls on a weekend, applications will be accepted through to the following Monday at 4pm. Applicants should apply to the earliest deadline following their notice of acceptance. In all circumstances, applicants must apply prior to travel. **Retroactive awards for conferences that the applicant has already attended will not be considered.** In cases where acceptance notices are expected to come after the latest deadline preceding the event or for travel within 1 month of a deadline, applicantsshould contact—as early as possible—their Graduate Program Director (For PhD students: gpdp.sis@mcgill.ca; For MISt students: gpdm.sis@mcgill.ca) for guidance.

## Application Process

One complete electronic copy of the form must be submitted to Kathryn Hubbard at kathryn.hubbard@mcgill.ca. Applicants should also include by cc a copy to their supervisor(s).

**Applications must be submitted in a single PDF document and include:**

* A complete application form, signed by the applicant.
* A copy of the full document submitted to the conference, citing SIS affiliation next to the applicant’s name.
* Confirmation of the applicant's participation at the conference (e.g., acceptance notice)
* Information on the organization sponsoring the conference, the conference program and/or list of participants.

The applicant’s supervisor must also submit (by email to Kathryn Hubbard):

* Confirmation of the funds available to support the applicant’s travel (if any), or a brief explanation as to why such funds are not available.
* An assessment of the importance of the proposed travel, commenting on how attending this event will aid in the scholarly development of the applicant professionally and/or academically.

# Internal Travel Grants for SIS Students – Application

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| APPLICANT INFORMATION |
| Academic year in which funding is being requested (i.e., 2016/17): |       |
| Funding round applied for: | [ ]  Round 1: Deadline September 15th  |
| [ ]  Round 2: Deadline January 15th |
| [ ]  Round 3: Deadline March 15th |
| Have you attended 75% of the SIS Seminars in the past year?  | [ ]  Yes: Please list (DD/MM/YY) the seminars you attended — your attendance may be verified:       |
| [ ]  No: Please briefly explain why and attach proof if possible:       |
| Name of student applicant (Family/Given):      | Student ID:       |
| Academic status (e.g., PhD3, MISt2):      | Email address:      |
| Applicant’ statement: Why this particular trip is necessary and how it will advance your work as a graduate student? How will attending advance your thesis or dissertation? What is the importance of the venue? Remember that these awards are competitive and the quality of your statement is important.      |
| TRAVEL BUDGET (INDICATE ESTIMATED AMOUNTS BELOW) |
| Registration: $0 | Travel: $0 | Lodging: $0 | Food: $0 | Total: $0 | Amount requested from SIS: $0 |
| Are you receiving partial travel funding from your supervisor? If so, please specify the amount: $0Have you applied for/received partial funding elsewhere for this travel? If so, please list the sources and amounts, clearly indicating whether or not the funding is confirmed. If not, please specify why.      Considering all sources applied for/received, including the amount applied for here, will you have sufficient funds to support this travel? Please describe your plans for addressing any shortfalls.      Have you received any previous Internal Travel Grants from SIS? Please list dates and amounts:       |
| CONFERENCE DETAILS |
| Name of the conference for which travel support is requested:      | Sponsoring Organization (e.g., ASIS&T):       |
| Conference start date:       | Conference end date:       | Location (city and country):       |
| Title of paper/work being presented by the applicant:       |
| Will you be presenting the paper/work? [ ]  Yes [ ]  NoHas your paper/work been accepted? [ ]  Yes [ ]  PendingIs this part of your thesis/project? [ ]  Yes [ ]  No | Is this a multi-authored paper/work? [ ]  Yes [ ]  NoIf so, are you the principal author? [ ]  Yes [ ]  NoIf not, is the principal author attending? [ ]  Yes [ ]  No |
| APPLICANT CHECKLIST |
| Application form completed.  | [ ]  Yes [ ]  No |
| A copy of the full document submitted to the conference attached.  | [ ]  Yes [ ]  No |
| Confirmation of the applicant's participation at the conference attached.  | [ ]  Yes [ ]  No |
| Information on the organization sponsoring the conference attached. *(Please exercise economies in providing documentation, e.g. avoid complete listing of all conference participants. If providing the conference program, please mark/highlight the applicant’s name on the list.)* | [ ]  Yes [ ]  No |
| SIGNATURE |
| In signing this application form, I confirm that I give the School permission to advertise this award on School websites and social media channels. [ ]  Yes [ ]  No |
| Applicant’s Signature |        Date |