



GUIDELINES GRADUATE STUDENT TRAVEL GRANT

Deadlines

Application forms must reach the Administrative Student Affairs Coordinator of the Graduate Program by the specified deadlines:

Application Deadline	Conference/Meeting Date	Deadline to Submit Receipts for Reimbursement
October 15	December 1 to March 31	April 15
February 28	April 1 to July 31	August 15
May 30	August 1 to November 30	December 15

In the event that the deadline falls on a weekend or holiday, the deadline will be extended to the next business day.

Purpose

The School of Physical & Occupational Therapy's GREAT Travel Grant in combination with the Alumni Student Travel Grant provides support for Graduate Students in Rehabilitation Science to attend a scholarly meeting or conference where they will be presenting a paper or poster related to their research. These funds may also apply for visits to a laboratory for research activities related to the student's thesis. While priority will be given to full-time students, there is also possibility of funding part-time students. **All students are expected to apply to other external travel funds (i.e. REPAR) during the same cycle.**

Value of the Awards

The value of the travel awards is fixed and depends on the conference/laboratory location. Award amounts for provincial/local activity are limited to \$250; award amounts for international/national travel is \$600. Eligible expenses include travel, transfer, accommodations, food, conference fees, etc. at the recipient's discretion. Expenditures must be justified with **original** receipts and boarding passes, where relevant, and **submitted within 2 weeks of conference/laboratory visits.**

Eligibility

- **Open to both full and part-time students, but priority is given to full-time students.**
- **Students are encouraged to apply when submitting an abstract even if confirmation of acceptance is pending.** Students who do not expect to receive confirmation of acceptance to the meeting before the competition deadline must still abide by the competition deadline.
- Students may only submit expense receipts for travel reimbursement after acceptance to the conference.

- In the case of multiple-authored presentations at conferences, only the presenter may apply for a travel grant.
- Applications for support to attend conferences that have already taken place will not be considered.
- Students will only be considered for one grant per Graduate Degree Program (unless unused funds are available).

Required Documents

- One copy of the application form, including the required signatures.
- For conference presentations:
 - An abstract of the paper to be presented (1 page maximum)
 - Evidence of acceptance to present a paper or poster (copy of the letter of acceptance or of the conference program). If not available at the time of application, proof of acceptance must be submitted as soon as possible to the Administrative Student Affairs Coordinator of the Graduate Program.
- For laboratory visits linked to the student's thesis research:
 - A letter explaining the reason for travel and links to the student's thesis (1 page maximum)
 - A letter of support from the student's supervisor
 - A letter of acceptance from the hosting site
 - Following the visit, the student and supervisor are required to provide a report (benefits and acquired knowledge)

Submission of Applications

The one page application (page 3 or 4 relevant to this document) must be submitted with supporting documents to the Graduate Program Administrative Student Affairs Coordinator **by 4pm on the day of the deadline**. Email submissions are acceptable, but students should confirm that their submissions have been received by the Graduate Program Administrative Student Affairs Coordinator prior to the deadline.

Attribution of Awards

- If the number of applicants exceeds the available funds, preference will be given to:
 - Students who have not previously received travel grant funds through the Graduate Program.
 - Ph.D. Students
- In the event of equivalent, eligible applications and limited funds, the recipients will be decided by a random draw.
- Students whose abstracts are not accepted to the conference are encouraged to apply for future travel funds.

Announcement of Results

Students will be informed of the competition results by the Director of the Graduate Program approximately four weeks after the deadline.

Payment of the Grant

The grant is paid as a reimbursement of travel expenses. The awardee must submit a list of detailed expenses along with his/her **original** receipts to the Graduate Program Administrative Student Affairs Coordinator for approval process. Students who do not submit receipts by the deadline indicated in this document may forfeit their award.



School of Physical and Occupational Therapy

EXCELLENCE THROUGH GROWTH

Graduate Student Travel Grant Application Form Presentation at a Conference

Student Number:

Program: MSc PhD

Name of Student Applicant:

Are you currently registered full time?

Yes*

No

**Priority will be given to full-time students*

Name of Conference/Scholarly Meeting:

Location (City/Country) and Dates (from – to):

Title of the paper, presentation, or poster and list of authors:

Please attach a copy of abstract to this form.

Are you the principal author?

Yes

No

Are you presenting?

Yes

No

Checklist -- have you included:

Copy of the Abstract:

Yes

No

Proof of Acceptance:

Yes

No

Other applications

Yes

No

Student's Signature and Date: _____

I fully endorse the application of the above named applicant for support to attend this conference or meeting.

Supervisor's Signature and Date: _____



School of Physical and Occupational Therapy

EXCELLENCE THROUGH GROWTH

Graduate Student Travel Grant Application Form Laboratory Visit

Student Number:

Program: MSc PhD

Name of Student Applicant:

Are you currently registered full time?

Yes*

No

**Priority will be given to full-time students*

Name of Supervisor:

Name of Hosting Researcher and Laboratory:

Location (City/Country) and Dates (from – to):

Title of the thesis:

Please attach a copy of your letter of request to this form.

Checklist -- have you included:

Letter of Request:

Yes

No

Supervisor's Letter of Support:

Yes

No

Host Site's Letter of Support

Yes

No

Student's Signature and Date: _____

I fully endorse the application of the above named applicant for support for the Laboratory Visit.

Supervisor's Signature and Date: _____