

Office of the School of Graduate Studies
Laurentian University

Policy for Funding Graduate Student Travel to Professional Meetings (Revised November 1, 2011)

The OCGS Periodic Appraisal Brief requires information about the number of presentations and publications by graduate students at scholarly meetings. Laurentian University encourages students to engage in this type of scholarly activity and provides financial support to facilitate this activity.

The following regulations will apply in the allocation of travel funds from the office of the Vice-President, Francophone Affairs, Research and Graduate Studies:

1. The student must be registered as a full-time or part-time student at Laurentian University at the time of the conference.
2. The student must be the first or second author of the paper and must present the paper at the conference. In the case of poster presentations the student must have substantial input in the writing of the paper and must be the principal respondent to inquiries at the poster session.
3. For group presentations on panels, if the presentation meets the other criteria for allocation of funds (namely, that a paper must be written for the presentation), only one (1) student will be eligible for funding per group presentation.
4. The conference must be national in scope and be sponsored by an established professional association in Canada or elsewhere.
5. Proof of acceptance for the paper/poster must be presented before funds are awarded.
6. The student must indicate any support requested and received from the Department or Supervisor.
7. It is expected, but not a requirement, that the paper, following feedback at the conference, will be submitted for publication.

Application Procedures

1. There is no annual deadline for applications, however, at least one month prior to the conference, the applicant should complete and submit the application form to the Graduate Program Coordinator. A copy of the abstract must be enclosed with the application, along with confirmation of the presentation of your paper presentation. Applications **will not be considered** following attendance at a conference.
2. The Graduate Program Coordinator will complete the Departmental Recommendation, noting the amount of departmental support provided, if any, and forward the application (including the abstract and confirmation of presentation) to the Vice-President, Francophone Affairs, Research and Graduate Studies.
3. The Vice-President, Francophone Affairs, Research and Graduate Studies will review the application and notify the applicant of the decision, with a copy to the Graduate Program Coordinator. Depending on the budget submitted, approved support may be to a maximum of \$500.00. A student is eligible for this award only once during their registration in a Masters program and twice in a Doctoral program.
4. Receipts are required for reimbursement (boarding passes – if applicable).

NOTE: The availability of travel funds is subject to budgetary limitations.

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Laurentian University

GRADUATE STUDENT APPLICATION FOR A TRAVEL AWARD
TO PRESENT A PAPER/POSTER AT A PROFESSIONAL MEETING

NAME: _____ DEPARTMENT: _____

CURRENT ADDRESS: _____

Postal Code: _____ Telephone: _____ Student I.D Number: _____

CONFERENCE: _____
LOCATION: _____
DATES: _____

TITLE OF PAPER: _____

Has paper/poster/abstract been submitted, reviewed and accepted by the conference organizers? yes no
(include a photocopy of the LETTER OF ACCEPTANCE AND YOUR ABSTRACT).

Type of Presentation: Poster Panel or Workshop Invited Presentation
 Submitted Presentation Other (specify)

Presentation and Authorship: 1st author and presenter 2nd author and presenter

Name(s) of Co-Authors: _____

BUDGET: (travel, accommodation, meals, registration fee, etc.)
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Signature: _____ Date: _____

Note: A completed Travel Expense Claim form (with appropriate receipts) must be submitted to the Office of the Vice-President, Francophone Affairs, Research and Graduate Studies to receive reimbursement.

Program Recommendation: We have received this application, as well as the paper/poster/abstract/ and <input type="checkbox"/> recommend <input type="checkbox"/> do not recommend financial support. The Program/Faculty/Supervisor will be contributing \$_____ to assist the Student.		
_____ Graduate Coordinator	_____ Signature	_____ Date
Amount Approved \$ _____	Authorized Dr. P. Sawyer, VP, Francophone Affairs, Research and Graduate Studies	