

GREAT

Graduate Research Enhancement and Travel Awards Application Instructions

1. Graduate travel awards are given to students who will travel to present their research at a scientific conference.
2. The maximum amount of the award is \$500. Priority will be given to students who have not received an award in the past.
3. Applicants must be registered in a M.Sc. or Ph.D. program.
4. Applications must be made prior to submission of the student's initial thesis. However, travel may occur up to submission of the final e-thesis copy. Expense reports need to be filed before or during the final registration term in order to receive the award.
5. Travel awards will not be provided for field work or research constituting normal graduate research activities.
6. Evidence of formal participation is required, e.g. a copy of an email from the conference organizers indicating that your presentation has been accepted.
7. The application must include a budget listing the estimated associated costs (registration, lodging, airfare, etc.)
8. Applications will be accepted on a rolling basis.
9. Applications must be submitted at least one month prior to conference/seminar.
10. The distribution of the funds are done accordingly: approximately 90% of the funds are deposited to the student's account through Minerva once the application has been approved and the remaining amount is processed when either a copy of the expense report (***if applicable**) is submitted or the **GREAT Award Expenses Summary** is submitted along with the copies of receipts once the conference/seminar is complete. Your summary should be submitted in an excel format while the receipts should be in PDF format submitted as one document. Expense reports are also required to be submitted in a PDF format as one document. If the reports are not submitted through e-mail please assure that the receipts are attached by tap to paper(s) to avoid the loss of any receipts. Please see below an example of the item description on the expense report.

* Expense reports are to be submitted when your supervisor will be covering the conference/seminar expenses beyond the maximum amount allocated from the GREAT Award.



Attention: Smith/Mavis
 Faculty of Science
 Room 217
 Dawson Hall
 Phone: 5143986551

Request for Expense Reimbursement
 Reference # [REDACTED]

Paid to and Requested by Responsible McGill Person

McGill ID	Name	Address	Phone #	E-Mail
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Payment Information

Request date	Destination City	Start Date	Return Date	Purpose
30-Aug-2016	[REDACTED]	07-Aug-2016	12-Aug-2016	Travel
Attended the 2016 annual conference of [REDACTED]				

Summary of Expenses

Item #	Trans. date	Description	Trans. Amount \$	Non-McGill Expense	Allowable Expenses	Curr. Rate	Exch. Rate	Expenses CAD \$
1	17-Jul-2016	Airfare/Airport Taxes: Air Canada round trip Montreal - [REDACTED] - minus \$500 received from the GREAT Award	568.08	500.00	68.08	CAD	1	68.08
2	07-Aug-2016	Parking/Tolls: [REDACTED]	12.00	.00	12.00	CAD	1	12.00
3	12-Aug-2016	Parking/Tolls: [REDACTED]	24.00	.00	24.00	CAD	1	24.00
4	07-Aug-2016	Travel [REDACTED]	23.90	.00	23.90	USD	1.3523	32.32
5	12-Aug-2016	[REDACTED]	17.62	.00	17.62	USD	1.3326	23.48
Total of Transportation								159.88
6	07-Aug-2016	[REDACTED]	8.04	.00	8.04	CAD	1	8.04
7	07-Aug-2016	[REDACTED]	115.12	7.36	107.76	USD	1.3439	144.82
Total of Meals								152.86

GREAT TRAVEL AWARD APPLICATION

Please provide the requested information and documents. Incomplete applications will not be considered

Name: _____

ID Number: _____

Name of meeting _____

Location and dates _____

Amount requested (see above) _____

Oral presentation _____ OR Poster presentation _____

A prior application for this award has been funded Yes ___ No ___

Required documents:

1. A copy of the abstract of your presentation.
2. Evidence that your presentation has been accepted (e.g. email notification from the organizers).
3. A letter from your supervisor confirming your attendance at the meeting and indicating his/her contribution towards the costs.
4. An estimated budget (registration, airfare, lodging, etc.).

Student Signature: _____ Date: _____

Supervisor Name (print): _____

Supervisor Signature: _____ Date: _____

Return application to Sonal Patel by e-mail as one attachment in a PDF format to sonal.r.patel@mcgill.ca, in person or by mail to Sonal Patel, Department of Biology, Stewart Biology Building, Room N7/4, 1205 Avenue Dr. Penfield, and Montreal, QC, H3A 1B1.

FOR DEPARTMENT USE ONLY

GTC Chair Name (print): _____

GTC Chair Signature: _____ Date: _____