

## Research Travel Awards Application Instructions

Research travel awards are given to students to fund research travel. The maximum award size will depend on requests relative to available funds but will be approximately \$2,000 CAD.

In order to be eligible to receive funding from this program, students must be:

- Registered fulltime in a graduate degree program
- Traveling for the purpose of:
  - Research
  - Field work
  - Learning about methodologies or research techniques
- Workshops or short courses
- Traveling internationally or within Canada
- Not receiving funds from the Student Exchange & Study Away (SESA) program
- NOT be traveling to attend a conference

Some or all of the travel should occur from September 1<sup>st</sup> 2017 to March 31<sup>st</sup> 2018. However, applications for travel that has already occurred in 2017 will also be considered. A second call for application will be sent in January for travels later in 2018.

A 1 page description of the proposed travel and how it will advance the student's research program is required.

The application must include a budget for the research travel, with supporting documentation, listing the estimated associated costs and identifying which budget line items for which Research Travel Award Funding is requested.

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 **Research Travel Award Expenses Summary** is submitted along with the copies of receipts once the trip is complete. Your summary should be submitted in a 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 tape to paper(s) to avoid the loss of any receipts.

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

Application deadlines will vary depending on fund availability. **The next deadline is November 3rd, 2017.**

Kindly note due to the volume of applications received no confirmation e-mail will be sent for receipt of the application.

## RESEARCH TRAVEL AWARD APPLICATION

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

Name: \_\_\_\_\_

ID Number: \_\_\_\_\_

Destination \_\_\_\_\_

Purpose of travel \_\_\_\_\_

Travel dates \_\_\_\_\_

### Required documents:

1. A description of the proposed travel (1 page) and how it will advance your research program.
2. A supporting letter from your supervisor.
3. An estimated budget, with documentation.
4. A supporting letter from participants at the destination (e.g. collaborators), if applicable.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name (print): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return application to Sonal Patel, either by e-mail as one attachment in a PDF format to [sonal.r.patel@mcgill.ca](mailto: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, Montreal, QC, H3A 1B1.

### FOR DEPARTMENT USE ONLY

Registration year: \_\_\_\_\_

Previous travel awards or applications: \_\_\_\_\_

Approved amount: \_\_\_\_\_

GTC Chair Name (print): \_\_\_\_\_

GTC Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_