  **Application for Graduate Students’ Association (GSA) Graduate Student Travel Award**

***Please return this completed application to*** [***grad.funding@uregina.ca***](mailto:grad.funding@uregina.ca)

The Graduate Students’ Association (GSA) Travel Awards are to assist Master’s and Ph.D. students with costs associated with travel for presentations of paper, posters, or other creative work pertinent to their studies.

Approved events include conferences, major festivals or other artistic events sponsored by recognized national or international organizations.

Applications for travel funds are assessed and awarded twice per year, after the travel, by means of a Travel Awards competition. Applicants who receive funding are asked to acknowledge the support of the Graduate Students’ Association (GSA).

**Deadlines for application: November 30, for events scheduled from May 1 - November 15;**

**May 15 deadline** for **events** attended from **November 16 to April 30.**

**Value:** up to $500

**Application Process: Only one**  application per competition will be accepted.

Submit the ***Application for GSA Graduate Student Travel Award*** and attach the following additional information:

1. Proof that a paper/poster was accepted for presentation at a conference/festival/competition;
2. A one page abstract of the paper/poster/creative work presented;
3. A detailed list of expenses - economy air fare, mileage, hotel, food;
4. Photocopies of receipts to show ***proof of attendance*** (i.e. hotel, air fare/boarding pass/food);
5. Statement demonstrating financial need.

**UAll required documentation must be submitted with the application to be eligible for this competition.**  If applicants are equally qualified, preference will be given to students who are registered full-time, and have demonstrated financial need.

**Eligibility:**

* At the time of attendance at the event, the student must have been in good standing, enrolled and registered in a graduate program at the University of Regina;
* The student must have presented a paper, poster, or other creative work;
* The conference/event must be relevant to the student’s program;
* The student’s Academic Unit supports this application (signatures required);
* Preference will be given to those demonstrating financial need;
* Students may not receive this funding more than once at the Master’s level or more than twice at the Ph.D. level.

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| Title:  Mr. Ms. Mrs. Miss | Last Name or Family Name: | | First Name or Family Name: |
| Mailing Address: | City: | | Province & Postal Code: |
| Student ID: | | Email address: | |
| Faculty/Department: | | Degree Program: Masters PhD | |

**Event Information:**

|  |  |
| --- | --- |
| Name of Event:  Title of Paper/Poster/Creative Work:  Indicate Name of **First** Author: | |
| Location of Event:  (City, Country) | Date of Event: |

**Funding Information:**

Have you been previously funded from the GSA Travel Award? YES\_\_\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_

If yes, how many times? Master’s: PhD:

Total Expenditures for this trip: \_\_\_\_\_\_\_\_\_\_\_\_\_

Amount requested from the GSA: \_\_\_\_\_\_\_\_\_\_\_\_

**Signatures:**

|  |  |
| --- | --- |
| Academic Unit: The Department/Faculty supports this request and ensures the significance of the travel to the student’s academic program and confirms a paper, poster or other creative work will be presented. | |
| Name of Graduate Coordinator: | Graduate Coordinator Signature:  Date(dd/mm/yy): |

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| **Student:**  By signing this application, I declare:   1. That I have answered all questions applicable to me and that all information is true and complete; 2. That I will notify the Graduate Scholarship and Awards Office if I withdraw from full-time status, receive other external or departmental awards or otherwise change my student status; 3. That the Faculty of Graduate Studies and Research may request additional information pertaining specifically to my post-secondary academic performance and enrolment status for the purpose of determining my eligibility for scholarships/awards; 4. That if I receive an award, in order to recognize my achievements, pertinent information may be released to the donor of the award, provincial funding bodies, faculty offices, appropriate University of Regina administrative offices; 5. That if I receive a scholarship/award the amount may be disclosed to the Financial Services Office;   That I understand that information provided on this application may be used for research and statistical analysis. |
| Name of Applicant ( please print): |
| *Signature* *of Applicant:*  Date: |