

Graduate Student Conference and Travel Policy – School of Graduate Studies

Updated March 6, 2024

Eligibility:

- Applications must be made before the conference takes place and applicants must produce verification of active participation in a conference or meeting. Active participation is defined to mean the presentation of a paper or poster, chairing a session, or participating in an organized discussion which forms part of the program.
- Due to budget constraints, applications for conference and travel assistance will only be considered from students who have been accepted to present a paper, poster, etc. and may be awarded to attend not more than 1 (one) conference for a Master's student, and not more than 2 (two) conferences for a PhD student.
- Students who have completed their program have a period of 4 months after their completion date to be eligible for travel funding.

Funding Amounts:

SGS Conference and Travel Funding

- Maximum of \$400 per eligible student.
- Full-time and part-time Master's and PhD students are eligible.

TAUMUN Funding – as of December 2023

- TAUMUN allocates \$100 per student (one conference for Master's student and two conferences for PhD students, not concurrent). A student must currently work as a GA (Graduate Assistant) or TA (Teaching Assistant) in the present semester, or over the past year.

Faculty / School / Administrative Unit Funding

- The Dean of Science allocates up to \$400 for graduate students in the Faculty of Science.
- The Dean of Engineering and Applied Science allocates \$350 for graduate students in the Faculty of Engineering and Applied Science.
- The Dean of Business Administration allocates up to \$400 for a Master of Science in Management and PhD students in the Faculty of Business Administration.
- The Dean of Humanities and Social Sciences allocates \$250 for graduate students in the Faculty of Humanities and Social Sciences.
- The Dean of Medicine allocates \$450 for graduate students in the Faculty of Medicine. Funds will be disbursed at the discretion of the Associate Dean (Research and Graduate Studies), Faculty of Medicine.
- The GSU allocates up to \$250 per Master's student and up to \$500 per PhD student (with a maximum of \$250 per conference). PhD students may request for approval to receive the entire sum at once. An additional \$50 is allocated for travel outside of Canada. Students are also eligible for up to \$150 of these amounts for research trips, field trips, or conferences at which they are not presenting, but are related to their academic programs. **Note: all GSU travel funding is considered needs-based.**

Application Process:

- You should become familiar with the [University Travel – General Policy](#).
- If you are travelling overseas, you must comply with the [University Travel Outside of Canada Policy](#).
- You should submit the [Travel Request Form](#) (even if attending a virtual conference), solicit all required signatures, and retain the completed form.
- You should apply for funding a minimum of four weeks before the conference begins. Earlier requests are advisable if you are completing a [Travel Advance Form](#) (for transportation and lodging costs only).
- Once your conference is complete, complete the [Travel Claim Form](#), solicit all required signatures, and submit with the necessary receipts and the original Travel Request Form to SGS.
- Conference and travel funding is not guaranteed, and is contingent upon the availability of funds, and the submission of a complete application package.
- For more information on other funding sources, please contact SGS, GSU, TAUMUN, or the appropriate Faculty.