



Graduate Studies Office  
 Room 2201, Needles Hall  
 Waterloo, ON Canada N2L 3G1

## Research Travel Assistantship Application Form

**The Graduate Studies Office (GSO) and the Graduate Studies Endowment Fund (GSEF)** assist Faculties, Departments/Schools, and research supervisors to pay the travel expenses of graduate students who present results of University of Waterloo research programs at professional conferences.

Students should use this form to reserve travel funds from their supervisor, Department/School, Faculty and the Graduate Studies Office.

\*Note: Confirmation of presentation and abstract may be submitted with the Travel Advance and Settlement Claim after travel and are not required with this application for funding. The amount reserved per student by the GSO will not exceed \$300.

*Please read the guidelines overleaf carefully before submitting this application.*

**To be completed by student:**

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

ID#: \_\_\_\_\_ Department/School of: \_\_\_\_\_

Name of Conference: \_\_\_\_\_ Location: \_\_\_\_\_

Dates of travel From: \_\_\_\_\_ To: \_\_\_\_\_ **Total Estimated Expenses: \$** \_\_\_\_\_

*I have read and understand all of the Research Travel Assistantship guidelines explained overleaf:*

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

**(ALL SIGNATURES MUST APPEAR ON THIS FORM AND BE ORIGINAL)**

**To be completed by Supervisor (or Grad Officer/Department Head):**

*I confirm that the conference for which this student is applying for travel funding is of direct benefit to a University of Waterloo research program in compliance with the guidelines which I have read overleaf.*

Date: \_\_\_\_\_ Supervisor Reserved \$: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

*Reason \$0 reserved (if applicable):* \_\_\_\_\_

**To be completed by Department/School:**

Date: \_\_\_\_\_ Department Reserved \$: \_\_\_\_\_ Signature: \_\_\_\_\_

*Reason \$0 reserved (if applicable):* \_\_\_\_\_

**To be completed by Faculty:**

Date: \_\_\_\_\_ Faculty Reserved \$: \_\_\_\_\_ Signature: \_\_\_\_\_

*Reason \$0 reserved (if applicable):* \_\_\_\_\_

**Reminder: GSO reserve amounts will be cancelled if a claim is not submitted by the date of expiry below.**

**To be completed by GSO:**

Date: \_\_\_\_\_ GSO Reserved: \$ \_\_\_\_\_ Signature: \_\_\_\_\_

**Expiry Date:** \_\_\_\_\_

*Reason \$0 reserved (if applicable):* \_\_\_\_\_

## Guidelines & Procedure for GSO Research Travel Assistantship Reserve Funding

- There are 3 deadlines for applications each year:  
**April 1** for Spring term travel, **August 1** for Fall term travel and **December 1** for Winter term travel.
- Requests received after application deadlines may be approved but are subject to availability of funds.
- If funds are depleted, the program may be suspended without notice until further funds become available.
- **No funds will be awarded for amounts not reserved in advance of travel.**
- Commitments will have an expiry date of one month after the anticipated date of return from travel. **Assistantship reserves will automatically be cancelled upon expiry if claims have not been submitted to the GSO by the expiry date.**
- Only graduate students registered full time in a degree program at UW at the time of the conference are eligible. **NEW:** For a trial period from May-December 2012, graduate students registered part time will be able to apply for these travel funds, however they must meet all other criteria.
- The student must be traveling in connection with a UW research activity, must be the 1<sup>st</sup> or 2<sup>nd</sup> author of the paper or poster, and must present the paper or poster at a conference.
- Student will not receive funds more than once per fiscal year (May 1<sup>st</sup> – April 30<sup>th</sup>).
- The Graduate Studies Office will normally pay expenses up to a maximum of **\$300**. This amount may be adjusted from time to time depending on the budget available and the number of travel requests.
- The student's supervisor (or in special cases, a Graduate Officer or other Department Head) must confirm that attendance at the conference is of direct benefit to a University of Waterloo research program and that the program conforms with the Income Tax Act definition of research (*... research involves a critical or scientific inquiry aimed at the discovery of new facts, or the development of new interpretations or applications. It does not include research carried out for the sake of acquiring the experience or skill of conducting research, as may be the case with research carried out by undergraduate students*).
- At least one of the student's supervisor, Department/School, or Faculty is expected to provide partial travel funds in addition to the GSO reserve amount and the student must obtain the appropriate signatures from the supervisor (or in special cases the department head), Department/School and Faculty prior to submission to the GSO. If neither the supervisor, Department/School or Faculty are able to provide funds, a reason must be included on the form. In special cases where funding is not being provided by these sources and the research is related to work that is not under the supervisor's direction, the student may obtain the necessary signature from a Grad Officer or Department Head. In cases where funding is not provided by the above mentioned sources, the GSO may choose to contact the student and/or the Department/School for further explanation before GSO funds will be reserved.
- The Graduate Studies Office will not normally participate in providing travel-advance payments.
- The student will apply for the funding on this form by the deadline date and obtain the financial commitment and signature of the supervisor certifying the relevance of the conference. The Department/School or Faculty will obtain the other required commitments and forward the application to the Graduate Studies Office.  
*Reminder: Applications will not be considered following the conference.*
- The Graduate Studies Office will review the application and forward a copy of the completed application form to the department Scholarship Co-ordinator who should then notify the applicant of the decision.
- Upon the student's return, a **completed travel advance and settlement claim form**, including **signatures** of those responsible for payment of partial amounts, **receipts**, and a copy of the **abstract** as well as written **confirmation of acceptance** or presentation of the paper, must be forwarded to the Graduate Studies Office by the deadline indicated by the GSO (within one month after the anticipated date of return from travel).

