

# Office of Graduate Studies

## Laurentian University

### **Policy for Funding Graduate Student Travel or online conference to Professional Meetings (Revised May 3, 2022)**

The OCGS Periodic Appraisal Brief requires information about the number of presentations and publications by graduate students at scholarly meetings. Laurentian University encourages students to engage in this type of scholarly activity and provides financial support to facilitate this activity.

The following regulations will apply in the allocation of travel funds from the Office of Graduate Studies:

1. The student must be registered as a full-time or part-time active student at Laurentian University at the time of the conference.
2. The student must be the first or second author of the paper and **must present the paper at the Conference or online conference**. In the case of poster presentations the student must have substantial input in the writing of the paper and must be the principal respondent to inquiries at the poster session.
3. For group presentations on panels, if the presentation meets the other criteria for allocation of funds (namely, that a paper must be written for the presentation), only one (1) student will be eligible for funding per group presentation.
4. The conference must be national in scope and be sponsored by an established professional association in Canada or elsewhere.
5. Proof of acceptance for the paper/poster must be presented before funds are awarded.
6. The student must indicate any support requested and received from the Department or Supervisor.
7. It is expected, but not a requirement, that the paper, following feedback at the conference, will be submitted for publication.

### **Application Procedures**

1. There is no annual deadline for applications, however, at least one month prior to the conference, the applicant should complete and submit the application form to the Graduate Program Coordinator. A copy of the abstract must be enclosed with the application, along with confirmation of the presentation of your paper presentation. Applications **will not be considered** following attendance at a conference.
2. The Graduate Program Coordinator will complete the Departmental Recommendation, noting the amount of departmental support provided, if any, and forward the application (including the abstract and confirmation of presentation) to the Office of Graduate Studies.
3. The Office of Graduate Studies will review the application and notify the applicant of the decision, with a copy to the Graduate Program Coordinator. Depending on the budget submitted, approved support may be to a maximum of \$600.00 for Masters and \$1200 for PhD students during their registration/active status for the length of their program.
4. Receipts are required for reimbursement (boarding passes – if applicable).

***NOTE: The availability of travel funds is subject to budgetary limitations.***

**Office of the Faculty of Graduate Studies P-346**

**Laurentian University**

GRADUATE STUDENT APPLICATION FOR A TRAVEL AWARD OR ONLINE CONFERENCE  
TO PRESENT A PAPER/POSTER AT A PROFESSIONAL MEETING

NAME: \_\_\_\_\_ PROGRAM: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ Telephone: \_\_\_\_\_ Student I.D Number: \_\_\_\_\_

CONFERENCE:  LOCATION:  DATES:
--

TITLE OF PAPER:
-----------------

Has paper/poster/abstract been submitted, reviewed and accepted by the conference organizers?      yes      no  
(include a photocopy of the LETTER OF ACCEPTANCE AND YOUR ABSTRACT).

Type of Presentation:	Poster Submitted Presentation	Panel or Workshop Other (specify)	Invited Presentation
Presentation and Authorship:	1 <sup>st</sup> author and presenter	2 <sup>nd</sup> author and presenter	

Name(s) of Co-Authors: \_\_\_\_\_

BUDGET: (travel, accommodation, meals, registration fee, etc.)  <b>Amount Requested: \$</b> _____
---

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

**Note: A completed Travel Expense Claim form (with appropriate receipts) must be submitted to the Faculty of Graduate Studies to receive reimbursement.**

Program Recommendation: We have received this application, as well as the paper/poster/abstract/ and recommend      do not recommend financial support. The Program/Faculty/Supervisor will be contributing \$ _____ to assist the Student.		
_____	_____	_____
Graduate Coordinator	Signature	Date
Amount Approved :\$ _____		
Authorized: _____	_____	
Office of Graduate Studies		Date