

Terrance Nearey Graduate Student Travel Award Application Form

DOWNLOAD a copy of this form, complete it, and obtain required signatures. Submit completed form plus attachments saved as pdf to the Graduate Program Advisor at linggrad@ualberta.ca and the Director of Graduate Programs

1. Guidelines

1. Travel must have already taken place or will take place before the next competition deadline. If application is submitted before travelling, reimbursement can only be given after travel has been completed.
2. Students can apply **once** per academic year (not once per competition). Competition deadlines are **October 15** or **February 15**
3. Priority for funding is based on the following criteria, if the number of applications exceeds funds available:
 - a. First-time applicants over second- or third-time applicants
 - b. PhD over Masters
 - c. Prestige/relevance of conference to student's area of research
4. Students must be in good academic standing in the program (e.g., GPA of 3.0 or higher) and within normative time (Masters = 2 years; PhD = 6 years)
5. Funding is contingent on distance: Canada (up to \$500); USA (up to \$600); International (up to \$800)

2. Information

Student Name: _____

Student ID: _____

Masters or PhD program (circle one)

Year in your program: _____

Have you applied for departmental travel funds before? If yes, how many times?

Name of Conference: _____

Date of Conference: _____

Location of Conference: _____

Relevance of conference to your research:

Cost Estimates or Actuals

Airfare: _____

Accommodation: _____

Conference registration: _____

Other (specify): _____

TOTAL: _____

Endorsement of supervisor (Please comment on relevance):

Supervisor name and signature

Student signature

3. Required Attachments

Abstract

Acceptance letter or copy of program of conference

Original receipts for travel, accommodation and conference registration fees if travel is completed