



FACULTY OF GRADUATE AND POSTDOCTORAL STUDIES
KILLAM CENTRE FOR ADVANCED STUDIES
2-29 TRIFFO HALL

Phone: 780.492.9460 Fax: 780.492.0692
grad.awards@ualberta.ca
www.ualberta.ca/graduate-studies

Instructions:

- Students intending to apply for a Faculty of Graduate and Postdoctoral Studies (GPS) Graduate Travel Award are to confirm their eligibility and read all application procedures on [GPS's website](#) prior to preparing an application.
- All application form fields and supporting documents applicable to the travel category are mandatory.** Incomplete applications will be rejected and students will be required to re-apply once the application is complete.

Student ID	Student Last Name	Student First Name
I confirm I am registered full-time in my program at the time of application and at the time of proposed travel, and that I meet all eligibility criteria . I understand my application will be returned if it is incomplete or missing supporting documents.		
Master's Students I confirm I have completed at least two university terms of full-time coursework (grades are final) in my program		Doctoral Students I confirm I have completed my preliminary coursework and candidacy exam, & the exam completion date is stated on my UofA transcript
Travel Destination (City, Country)	GPS will only accept complete applications prior to the departure date.	
	Departure Date (MMM/DD/YYYY)	Return Date (MMM/DD/YYYY)
Name of Event (Conference Travel) or Data Collection Site/Workshop/Institute (Research Travel):		

Part 1: Purpose of Travel

☐ **Conference Travel:** I am travelling for the following purpose:
Mandatory Supporting Documents included (check off as completed):

- ☐ Documentation from the conference organizers confirming my poster or paper has been accepted for presentation OR a letter of invitation to participate in a panel discussion or to exhibit my work.
- ☐ Proof of conference registration outlining associated costs. Students must still send confirmation of registration if there is no registration fee.
- ☐ Up-to-date unofficial UofA Transcript (printed from BearTracks, showing current registration)

☐ **Research Travel:** I am travelling for the following purpose:
Required Supporting Documents included (check off as completed):

- ☐ Documentation from the organizers that confirms my participation in the trip, if any
- ☐ Paid the associated expenses (e.g. registration fee), if any
- ☐ **If the above is not available:** letter of support from my supervisor commenting on the significance of the travel for my research (must outline dates and location, on UofA letterhead)
- ☐ Up-to-date unofficial UofA Transcript (mandatory; printed from BearTracks, showing current registration)

Part 2: Other Funding

- mandatory to complete, regardless if you are receiving other funding or not**

Indicate the values and source of any other funding you will receive (i.e., \$500 from supervisor or \$400 from department). **Enter N/A if you will not receive any other funding:**

Part 3: Estimated Costs of Travel

Estimate of costs:	Amount (CAD\$)	Description/Particulars
Registration Fees	\$ _____	_____
Transportation (i.e. Airfare and/or Ground)	\$ _____	_____
Accommodation	\$ _____	_____
Meals	\$ _____	_____
Other	\$ _____	_____
Total Estimated Expenses	\$ _____	

Part 4: Student Declaration

• fields left unchecked will deem your application as incomplete

I declare that to the best of my knowledge, the information provided in this application and attachments is true and that no material has been withheld.

I understand it is my responsibility to ensure my application is properly submitted in the GSMS Awards Portal, and that it will be reviewed for eligibility and completeness before a decision is made.

I understand GPS's Graduate Travel Awards are not a guaranteed source of funding, and are awarded on a first-come-first-served basis as the annual budget allows. If funding has been expended, I understand my application will no longer be accepted.

If I do not participate in the travel/conference that the Graduate Travel Award was approved to fund, or if my status as a graduate student changes, it is my responsibility to notify the GPS immediately, in writing. I may be required to repay any travel funds received.

Student Signature

Date (MMM/DD/YYYY)

Part 5: Supervisor Approval

• fields left unconfirmed will deem the student's application as incomplete

Has the applicant completed their prerequisites?

For Course-Based Masters, have the applicant completed of minimum of two terms of full-time course work?

For Thesis-Based Masters, have they completed their preliminary coursework/perquisites and actively engaged in thesis research?

For Doctoral work, have they completed their coursework/candidacy exam?

Comments

Supervisor Name

Supervisor Signature

Date (MMM/DD/YYYY)

Personal information on this form is collected under the authority of Section 33(c) of Alberta's Freedom of Information and Protection of Privacy Act for authorized purposes including admission and registration; administration of records, scholarships and awards, student services; and university planning and research. Students' personal information may be disclosed to academic and administrative units according to university policy, federal and provincial reporting requirements, data sharing agreements with student governance associations, and to contracted or public health care providers as required. For details on the use and disclosure of this information call the Faculty of Graduate and Postdoctoral Studies at 780-492-3499 or see <http://www.ipu.ualberta.ca/>.