STUDENT RESEARCH TRAVEL FUNDING PROGRAM GUIDELINES

PURPOSE:

To fund students who are <u>presenting</u> a paper or poster on their research activity at a national or international scholarly conference.

VALUE:

Up to $500 toward travel expenses

APPLICATION DEADLINE:

OPEN deadline. Applications will be accepted beginning September 1st 2013. Applications for travel retroactive to this date are not eligible.

Applicants may apply prior to attending the conference, or within 90 days after return from travel. Post-travel submissions must be accompanied by a completed travel claim form, with appropriate receipts, indicating other sources of funding as applicable.

PROCESS:

Travel requests and claims are typically processed by Research Services within 2-3 business days of submission.

ELIGIBLE APPLICANTS:

UPEI graduate and undergraduate students in Arts, Science, Business, Education, or Nursing, who are enrolled at UPEI at the time of application and for the duration of the award.

Only one grant may be held per calendar year (based on the date of travel).

GENERAL INFORMATION:

- Funds may be used in support of the costs of conference registration, travel, and subsistence. Expenditures must be in line with the UPEI Travel Policy (http://policy.upei.ca/adm/fin/fin/0001). The cost of membership in a professional association is not eligible.

- Due to differences among disciplines in the nature and extent of peer review, as well as the fact that invited submissions may not be peer reviewed, it is not required that abstracts be peer reviewed.

For further information, please contact Leslie Cudmore, Research Grants Coordinator, at 566-0709 or lcudmore@upei.ca

STUDENT RESEARCH TRAVEL REQUEST FORM

DEADLINE: OPEN
Consult eligibility information in program guidelines
SUBMIT ORIGINAL ONLY to Research Services in Kelley 200

Date:	
Applicant's Signature:	
Supervisor's Signature:	

APPLICANT INFORMATION

Name:	Department:
Program of Study: ☐ Bachelors ☐ Masters ☐ Doctoral	
Month & Year Started:	Month & Year Expected Completion:

☐ Conference attending: _____

☐ Dates of conference: From_____ To_____

☐ Location of conference:_____

☐ Title of presentation:_____

☐ Abstract as submitted to conference organizers (append copy or paste below)

☐ Proof of acceptance (append an email or letter confirming acceptance; if none available, append a print-out from the conference program that confirms your participation)

Abstract:

For Research Services use only
Research Services Approval:_____ Date:_____