

INSTITUTE OF COGNITIVE SCIENCE

Policies and Procedures

Travel Bursary Policy

The Faculty of Graduate Studies and Research provides a budget for student travel bursaries to each department. It is up to the department to distribute these funds. A form is provided for the students to complete that describes the purpose of the travel (typically a first author presentation at a conference but sometimes money for field work) and specifies a budget (including any contribution from the supervisor). The usual restrictions on use of funds apply, but typically the costs will be for airfare, accommodation, food, conference registration, and other costs of presenting (e.g., printing a poster). Supervisors are asked to provide a letter of support for the application and indicate whether they can provide financial support. The travel bursary request form can be found at <https://gradstudents.carleton.ca/awards-and-funding/internal-awards/>.

Students can also apply to the Graduate Students Association for some additional funding. Note that many organizations (e.g., APA, CPA, SRCD, Cognitive Science Society) have student travel awards or other ways students can reduce their costs. Students need to be proactive in searching out these opportunities.

The Institute recognizes that student participation in conferences is an integral part of their experience and training. Any ideas about how to support more students would be welcome. Because it may be important for students to know what funds are available even before they apply to a conference, we have established a policy of maximal funding for a given student in a given academic year. The amounts for a given year are available from the Graduate Supervisor.

Guidelines

1. Students can receive funding for one conference in a given academic year (September to August).
2. An application can be made as soon as the student has received confirmation that their presentation has been accepted. Funds will be distributed according to the order in which the requests are received.
3. No distinction will be made between spoken versus poster presentations. Normally, the student must be the first author.
4. Supervisors who have grant funds are strongly encouraged to discuss with their students whether they can provide support for students' attendance at conferences **BEFORE** any applications are submitted. Tri-council grants typically include a student travel budget, but naturally, the assumption is that the students' research presentation will be linked to the grant activities. Students whose research is completely unrelated to the grant-supported research should not expect to receive any funding. Any funds provided from grants or contracts to support student funding is at the discretion of the supervisor. Nevertheless, given the cutbacks experienced by the university, the Institute encourages researchers to provide support, if possible.
5. Given the restrictions on support and the limited budgets of most graduate students, it is wise to assign precedence to conferences that are reasonably close and/or to where costs can be shared.