



Office of the Dean
 Faculty of Graduate Studies and Research
 512 Henry Marshall Tory Building
 1125 Colonel By Drive
 Ottawa, Canada K1S 5B6
 Tel: (613) 520-2525
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Graduate Student Travel / Research Bursary (GSTRB)

Terms and Conditions

The Faculty of Graduate Studies and Research provides funds to students in financial need who require assistance to conduct or disseminate their research. The fund may cover a portion of the cost related to research activities such as field travel and supplies, long-distance telephone charges, questionnaire publication, translation, mailing, and the cost of copying journal articles. In addition, it may cover costs related to attend a scholarly conference at which the graduate student is presenting a paper. The fund is intended to cover modest costs where other sources of support are not available. Costs not covered under this bursary include: costs associated with interview subjects, honoraria, the cost of copying the graduate thesis, and attendance at scholarly conferences where no paper is being presented.

The bursary account contains a limited amount of fund. Approval of each application is dependent on the availability of funds. It is not possible to fund all applications in any given term. Applications are considered on a case-by-case and first-come-first served basis. Students are restricted to one application and one conference per academic year (September to August). However, if funds are available, a second application may be considered within the same academic year. The maximum bursary is \$1,200 for students travelling to international conferences and \$600 for students travelling within Canada.

Deadline for Applications

Application forms must be submitted at least one month in advance of the expected travel activity.

Retroactive applications will not be approved.

Registration Requirement and Eligibility

Normally, students requesting funds for either research or travel must be registered full-time in the term in which the bursary is approved (for research) and the travel occurs. Students conducting research will normally be registered in the thesis, research essay or major research project course

Application Requirements

The following constitutes a complete application:

- Completed Graduate Student Travel / Research Bursary application form
- A complete budget and rationale for requiring the bursary
- A letter of support from the student's thesis supervisor
- Official confirmation from the conference organizer that the student's paper has been accepted for presentation if the bursary is to assist with the costs associated with presenting a paper at an academic conference.

Report Requirement

Students are required to submit a report after attending the conference or conducting research, to include proof of attendance (e.g., boarding passes, registration fee receipt). **Please submit these documents to your department.** If the travel is not completed for any reason, the amount of the bursary must be reimbursed in full.



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Graduate Student Travel / Research Bursary Application (GSTRB)

Please review all terms and conditions (preceding page). Complete all sections of this form and provide the supporting documentation as outlined below **at least 4 weeks in advance of the anticipated travel and/or research activity. Applications for retroactive travel/research will not be approved.**

CONFERENCE NAME/ RESEARCH: _____

EVENT LOCATION: _____ Dates: _____

Surname _____ Given Name _____

Student No. 100 _____ Dept. _____ Faculty _____

Degree: Master's Ph.D. Status: Full time Part time GPA: _____

Date you expect to complete your program: _____ (Month/Year)

Current Mailing Address: _____

Postal Code: _____

Carleton Email Address: _____

Telephone: Home: _____ Cell Phone: _____

Citizenship: Canadian Permanent Resident Student Visa

Marital Status: Married Single Other

Number of dependents: _____ Ages: _____

Please note: Normally, you must be registered full-time in a graduate program at Carleton University, in the term in which this bursary is awarded and the travel occurs.

Title of Thesis or Research Project:

Have you received a bursary for Travel or Research in the past? YES NO

If YES, When? _____

PRESENT RESOURCES	<u>Dollar Amount</u>	TRAVEL/ ACCOMMODATION COSTS FOR EVENT	<u>Dollar Amount</u>
Gov't. Student Loan:	\$	Airfare:	\$
Student Line of Credit:	\$	Surface Travel:	\$
Scholarship:	\$	Accommodation:	\$
T.A.	\$	Registration Fees:	\$
R.A.	\$	Photocopying:	\$
External Scholarships:	\$	Food:	\$
PT Employment:	\$	Travel Visa Costs:	\$
		Miscellaneous:	\$
<u>TOTAL:</u>	\$	<u>TOTAL:</u>	\$

Please state why the bursary is required and how your participation in the conference / research will enhance your academic experience. (You may include a separate sheet.) Please note your department may request additional information regarding your research interests and accomplishments to date.

I have read and understood the Terms and Conditions of the Graduate Research Bursary. I hereby certify that the information given in this application is correct. I fully understand that any false statements made by me on this application or any supplement thereof may be sufficient cause for rejection of my application. I UNDERSTAND THAT IF I AM APPLYING FOR THIS BURSARY IN ORDER TO COMPLETE TRAVEL OF ANY KIND AND IF I DO NOT COMPLETE THE TRAVEL I WILL BE EXPECTED TO PAY BACK THE BURSARY IN FULL TO THE FACULTY OF GRADUATE STUDIES AND RESEARCH.

Date: _____ Signature: _____

At Carleton University, we recognize and respect the importance of privacy. Personal information that we collect is kept confidential. In accordance with section 41 of the Freedom of Information and Protection of Privacy Act, Carleton University will only use the information in its custody or control in the following circumstances: where the individual identifies the particular information and consents to its use; for the purpose for which it was collected or a consistent purpose (ie. a purpose which the individual might have reasonably expected)