



Graduate Student Travel/Research Bursary

The Faculty of Graduate and Postdoctoral Affairs provides funds to students in financial need who require assistance to conduct or present their research. The fund may cover a portion of the cost related to field travel and supplies, long-distance telephone charges, questionnaire publication, translation, mailing, and the cost of copying journal articles. It may also cover costs related to attend a scholarly conference at which the graduate student is presenting a paper.

This 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 funds. 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.

Deadline for Applications

Electronic Application forms must be **submitted to your department** at least one month in advance of the expected travel activity. **Retroactive applications will not be approved.**

Registration Requirement and Eligibility

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.

Report Requirement

Students are required to submit a report after attending the conference or 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.

Application Requirements

The following constitutes a complete application:

1. Completed Graduate Student Travel / Research Bursary online application form (To apply, go to Carleton Central, look under *Awards and Financial Assistance* and then click on *Graduate Online Application Forms*.)
2. A complete budget and rationale for requiring the bursary
3. 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; and
4. A letter of support from the student's thesis supervisor (uploaded at the time of submission) along with any other document that supports the application

Please submit 3 and 4 from the above list together as one supporting letter package.

Application Process

Please apply online through Carleton Central. Look under "Awards & Financial Assistance". Then, select "Graduate Online Application Forms".