

# University of Saskatchewan Student Travel Award

## Application for Groups (three or more students)

### Purpose

The purpose of this fund is to provide financial assistance to undergraduate and graduate students to enable them to participate in academic-related conferences, academic competitions and other formal academic activities. The funding may partially support students' involvement in one of these activities. Students who meet the eligibility criteria may be granted an award.

### Eligibility Criteria

- Graduate and undergraduate students are eligible for funding support.
- Preference will be given to graduate students and senior undergraduate students who have not previously received an award, to a maximum of one award per student per fiscal year.
- All students must be in good academic standing to be eligible for funding support.
- Undergraduate students must be enrolled full time at the University of Saskatchewan to be eligible for funding support.
- Graduate students must be registered in the term they are travelling in.
- First year undergraduate students enrolled in their first term of study are not eligible for funding support.
- For undergraduate students, preference will be given to students in their final year of study.
- Undergraduate students who are simply attending (as opposed to presenting at) a conference, academic competition, or other academic activity, or who are participating in a group activity are eligible for funding support. Funding preference for undergraduate students will be given according to the following priorities:
  1. presenting a paper or poster session
  2. participating in a group activity/competition
  3. attending only
- Graduate students must be presenting a paper or poster session to be eligible for funding support.

### Application Procedures

- Applications forms are available at <http://students.usask.ca/paying/funding.php>. Forms can be mailed or dropped off to Support Services, E1 Administration Building. If further information is required, please call 966-4746 or email [StudentTravel.Award@usask.ca](mailto:StudentTravel.Award@usask.ca).
- Evidence of support from the appropriate academic department (e.g. supporting letter from Supervising Professor or Department Head) must be provided.
- Grants will be awarded to students who meet the eligibility criteria until such time as Student Travel Award funds have been fully expended.
- Submission of an application does not guarantee an award will be granted.
- Students are encouraged to apply early. If you have not yet received confirmation that your paper or poster presentation has been accepted at the conference proceedings, your application will still be considered provided that students indicate on the application form that documentation will be submitted as soon as it is received. Successful applicant's awards will be held until all supporting documentation has been submitted.

### Checklist

Please read eligibility criteria at left and ensure the following documentation is attached:

- Letter of support from your department head or professor
- Brochure on the event (or something printed off of a website)
- Confirmation from the event that you have been invited to present

Applications must be submitted by the deadline date (August 15, December 15, April 15).

Supporting documentation can be submitted when it is received including confirmation of acceptance to the conference.

### GENERAL INFORMATION (Please print)

Name of Group	
Student Name	Student Number
Contact Name	Telephone
NSID (Network Services ID)	
Campus Address	Campus Telephone
* Please indicate Department's Account Number for transfer of funds:	
Applicants are: <input type="checkbox"/> Undergraduate students <input type="checkbox"/> Graduate students	
Department of Study	Supervisor or Contact Person in Department

**\*EXTERNAL BANK ACCOUNT NUMBERS ARE NOT ACCEPTABLE.**

Please provide proof that this event is official (i.e. attach a brochure or copy thereof and a letter of support from a professor or department head). Applications without College or Department support will be considered only under exceptional circumstances.

## ACTIVITY INFORMATION

- In the space below provide a brief description of the dates and location of the study-related activity.

---

---

---

(Please attach a separate sheet with response if space supplied is inadequate)

- Are you presenting at this conference?  Yes  No\*  
If yes, what will you contribute?  oral presentation  poster  
 presenting a paper

\* Undergraduate students may be considered for funding to attend conferences where they are not making presentations. However, the conference must be contributing to the students' intellectual development as defined in writing by an academic reference.

- The committee needs detailed **budget information** for this activity. Please use the space below to list **all sources and amounts of revenues and expenses** you expect to sustain.

---

---

---

(Please attach a separate sheet with response if space supplied is inadequate)

- How will participation in this event benefit you?

---

---

---

(Please attach a separate sheet with response if space supplied is inadequate)

- How will the University benefit by supporting your participation?

---

---

---

(Please attach a separate sheet with response if space supplied is inadequate)

## AGREEMENT

I agree to abide by the terms and conditions of this application and I acknowledge that the information we have provided above reflects accurate cost estimates.

Signature	Date (dd/mm/yyyy)
Signature	Date (dd/mm/yyyy)
Signature	Date (dd/mm/yyyy)
Signature	Date (dd/mm/yyyy)
Signature	Date (dd/mm/yyyy)
Signature	Date (dd/mm/yyyy)

## Detailed Budget

- All applications must include a detailed budget of the proposed activity which states sources and amounts of revenue and expenses.
- Students must demonstrate on their applications that they are also utilizing revenue sources other than University of Saskatchewan Student Travel Award to cover the cost of a conference, academic competition or other formal academic activity (e.g. provide evidence that they have undertaken other fundraising activities and/or are making personal financial contributions).

## Eligible Expense

- Registration or delegate fees to present a poster or oral presentation at academically related events including conferences, competitions and symposiums.
- Other expenses to academic-related out-of-town events (e.g. travel, accommodation, etc.).
- Activities will not be funded retroactively. Applications for funding must be submitted prior to the event and as much in advance as possible. It is not guaranteed that funding will be received before travel.
- If, subsequent to the granting of support, the student is unable to participate, the funds must be returned.

## Value of Undergraduate Group Student Award

- Canadian or International \$500 (for 2-3 students); \$800.00 (for 4 or more students)
- The amounts listed above assume the revenue received from all non-personal funding sources does not exceed expenses. In cases, where the revenues received from non-personal funding sources exceed expenses, the extra revenues should be returned to those funding sources on a pro-rated basis.

## Notification

- Notification of an applicant's award status will be sent by mail to his/her address on the application.
- Group awards will be paid through a transfer of funds to the Department/College UniFi account number submitted on application form. It is the Department/College responsibility to distribute funds to the group.

## Application Deadline

- August 15 (for September to December travel)
- December 15 (for January to April travel)
- April 15 (for May to August travel)

## Submission of Applications

- Available online at <http://students.usask.ca/paying/funding.php>