



## Graduate Conference Travel Awards

The Department of English administers Graduate Conference Travel Awards to defray the travel and registration costs incurred by its graduate students in the presentation of peer-reviewed papers at major professional conferences in their fields.

All students who are full-time registered students in the Department of English are eligible to apply for the School of Graduate Studies Conference Travel Award (CTA). Eligible expenses will be reimbursed up to the maximum amount per award, which may vary from year to year depending upon the available resources. Students may apply for and receive a CTA in two out of three of the competition periods (see below: "When to apply") in an academic year. Those who have received a CTA in either the first or the second of the competition periods may, in the third competition period, apply for top-up

### Maximum Amount of the Awards

Year: 2023–2024

Amount: \$350

funding for the previously funded conference, which will be distributed only if there are any remaining funds.

The awards will be adjudicated by faculty members of the Graduate Studies Committee, who will take the following criteria into account:

1. The relevance of the paper and conference to the applicant's program of study.
2. The status of the conference in the applicant's field(s) of professional expertise.
3. The availability to the applicant of other sources of funding: should there be more applicants than available funds; priority will be given to applicants who are not holders of major awards such as SSHRC.
4. In addition to the criteria outlined above, preference will be given to those who have not received funding for conference travel previously during the academic year, and to those registered in MA year 1, MPhil years 1 and 2, and in PhD years 1–5.

### Requirements

1. A completed copy of the present application form with signatures, to ensure that both applicant and referee have read the criteria stated above.
2. A letter from the applicant addressing the above criteria.
3. A letter or other proof of acceptance by the conference organization of the paper to be delivered.
4. Please attach all pertinent receipts for expenses to be covered by this award,

### When to Apply

Note that both awards may be applied for in advance of the conference travel, but **no funds will be disbursed before the expenses are incurred.** The awards are competitive, so you should plan your financial outlay accordingly.

For conference travel between	Application deadline
1 September 2023 – 30 November 2023	1 December 2023
1 December 2023 – 31 March 2024	1 April 2024
1 April 2024 – 31 August 2024	1 September 2024
1 September 2024 – 30 November 2024	1 December 2024
Top-up (if available)	1 September 2023

## Application Form

### Applicant Information

Name

Level in program:

MA

MPhil 1-2

PhD 1-4

PhD 5+

### Conference Information

Paper Title

Conference Location

Conference Name

Conference Dates

From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
          dd       mm       yy

Professional Organization (if applicable)

To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
      dd       mm       yy

### Expenses

Only the following expenses are eligible for reimbursement. Receipts must be submitted before funds will be disbursed. Report in **Canadian dollars**.

<b>Travel</b> (air, train, bus, taxi, fuel)	
<b>Conference Registration Fee</b>	
<b>Accommodation</b> (must correspond to conference dates)	
<b>Total</b>	

### Signatures

Date Submitted: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
                          dd       mm       yy

\_\_\_\_\_  
Name of Supervisor or Referee

\_\_\_\_\_  
Signature of Supervisor or Referee

\_\_\_\_\_  
Applicant's Signature