

Graduate Student Conference Travel Award (CTA) Department of History, Queen's University

Eligibility: Full time graduate students in the department in good-standing are eligible to apply for one CTA per year (for a conference between 1 September and 31 August) if they are in years one or two of the MA program or years one through five of the PhD at the time of the conference.

You must provide proof that you are presenting an authored or co-authored paper or a poster at a recognized academic conference. Details are on the application form. CTA funding is not available for the McGill-Queen's Graduate Student Conference.

The School of Graduate Studies (SGS) provides the department with a fixed sum of money for the entire year that will be dispersed on a first-come-first served basis. It is important that you apply for the CTA as soon as your conference participation has been confirmed. In all events, you **MUST** apply to the Graduate Office prior to the conference using the application form herein provided and no later than August 1st.

Deadline: Your conference participation must be before August 31st and no applications will be accepted for a CTA after August 1st.

Value: Awards are used to provide partial support for economy travel, budget accommodations, and conference registration fees that are not reimbursed from other sources of funding. Receipts for these expenses must be submitted with the claim form herein provided.

Until further notice, the department's CTA will be for the total of the receipts submitted for eligible expenses up to a **maximum value of \$400 CDN**. Students should, however, submit all pertinent receipts for the approved conference even if they total more than **\$400** in the event that top-up funding becomes available (see below).

Approved applicants must fill out and submit to the Graduate Office upon their return from the conference (and no later than 2 weeks after their return) the claim form. Claim forms will be processed by the Graduate Office. Payment will be made by SGS to your bank account of record in one installment.

Possible Top-Up Funding: If any funds remain after the August 1st deadline for new applications, students who have already received a CTA will be eligible for top-up funding to help cover legitimate and eligible expenses in excess of the **\$400** maximum for which they submitted receipts with the original claim form. The distribution of any remaining funds will take the following criteria into account:

1. The amount of money remaining in the fund relative to the number of eligible applicants.
2. The cost of attending the conference, especially the registration fee, and the applicant's financial need and year of study.
3. The relevance of the paper and the status of the conference to the applicant's program.

Department Of History Graduate
Student
CTA Application Form

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| NAME: |
| STUDENT #: |
| QUEEN'S EMAIL: |
| AUTHOR(S) AND TITLE OF CONFERENCE PAPER: |
| CONFERENCE TITLE: |
| CONFERENCE LOCATION: |
| CONFERENCE DATE(S): |

YOU MUST ATTACH one of the following EITHER 1) the acceptance letter addressed to you, signed and on letterhead from the conference organizers indicating that you are presenting a paper or poster OR 2) a copy of the acceptance email and copies of the title page of the conference program or website showing location, dates, etc. and of the page with your name, title of your paper or poster, date of presentation etc.

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| SUPERVISOR'S APPROVAL |
| SUPERVISOR'S NAME: |
| SUPERVISOR'S SIGNATURE: |
| DATE: |
| APPROVED BY GRADUATE CHAIR |
| GRADUATE CHAIR SIGNATURE: |
| DATE: |

Department Of History
Graduate Student
CTA Claim Form

Fill in and submit this form to the Graduate Office as soon as possible and within **two** weeks of your return from the conference for which you were awarded a CTA. Attach all original receipts for the allowable expenses. Receipts will be used to determine the value of the CTA up to the maximum of **\$400** and for any top-up funding above that amount after August 1st.

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| NAME: |
| STUDENT #: |
| CONFERENCE TITLE: |
| LOCATION: |
| CONFERENCE DATES(S) |
| CONFERENCE EXPENSES WITH RECEIPTS ATTACHED |
| ACCOMMODATION: |
| TRANSPORTATION: |
| REGISTRATION FEES: |
| TOTAL COST: |
| <i>This section to be completed by Graduate Office</i> |
| AMOUNT APPROVED: |
| GRADUATE CHAIR APPROVAL: YES <input type="checkbox"/> NO <input type="checkbox"/> |
| GRADUATE CHAIR SIGNATURE: |
| DATE: |