

**Guidelines for Graduate Student Conference Travel Awards for 2020-2021**

(September 1, 2020 to August 31, 2021)

Please check one or both boxes:

2020-2021 award from SGS (*maximum \$200.00*)

2020-2021 award from the Department of Psychology (*max \$500*)

**Eligibility Requirements**

1. Students must be registered full time in a graduate degree program at the time of the conference.
2. Students must be presenting their own or co-authored paper or poster at the conference.
3. Students must be in their funding-eligible period (MSc's years 1 and 2, PhD's years 1,2,3,4).
4. Awards must be used to provide financial support for travel, accommodation, food and registration fees associated with the conference.

**\*NOTES:**

1. In order to be considered for an award for the 2020-2021 Academic Year, please submit this form to Janessa Shorrock (H233) as soon as you know you will be presenting at a conference, not after you return from the conference.
2. Students can claim a **maximum** of \$700 between September 1, 2020 and August 31, 2021.

**Application Form**

Last Name

First Name

Student Number

Student Email

Program/Year (e.g. PhD 3)

Name of Supervisor

Date and location of conference

Title of conference

Student Signature

Date (day month year)

Supervisor Signature

Date (day month year)

**(\*\*All original receipts, proof of payment along with a copy of the Conference Program highlighting your name, etc. must be handed in to Janessa Shorrock (Financial Administration Assistant Office, H233) via email at: [janessa.shorrock@queensu.ca](mailto:janessa.shorrock@queensu.ca) no later than 1 week after returning from the conference.\*\*)**

I have read and agree to these terms

Student Signature

Date (day month year)

**Graduate Office use only**

Graduate Office approval YES  NO

Signature

Date (day month year)