

MEMORANDUM

GRADUATE DEAN'S TRAVEL GRANT FOR DOCTORAL FIELD RESEARCH 2020-2021 APPLICATION PACKAGE

DEADLINE: PSYC Graduate students please submit your completed application as an MS Word document to the PSYC Grad Office via email to: psycgrad@queensu.ca by no later than: 13 January 2021 by 4:30 pm ET.

Special note for 2020-2021 Competition: COVID-19 implications

Queen's University has suspended all university-sponsored travel outside of Canada indefinitely. The School of Graduate Studies (SGS) is running this annual competition as usual in the hopes that students successful in the competition will be able to carry out their research and travel plans at some point in 2021, including international travel plans. However students must be aware that it may not be possible to travel for research purposes, even within Canada, due to COVID -19 related restrictions. Students are responsible for remaining informed about all relevant restrictions.

GUIDELINES

The Graduate Dean's Travel Grants for Doctoral Field Research contribute to travel expenses for field research that is central to the doctoral dissertation and that must be carried out at a considerable distance from Queen's University. Applications for field research undertaken in Ontario in locations in remote areas or when the nature of the fieldwork requires the student to be away for long periods of time, will also be considered. Applications to attend conferences, workshops or courses will not be supported under this program. The maximum single award is \$3000 and the maximum funding that a student may receive during the doctoral program is \$3000. Note that the Graduate Fellowship Committee (or designated subcommittee) will determine the value of the award, based on the budget presented in the application, and the award value may be less than \$3000 in some cases.

It should be clear from the application that the proposed fieldwork is feasible within the time and budget available. Funds are provided to **contribute** to the costs of travel and subsistence (accommodation plus meals) in accordance with University regulations. An effort should be made to determine specific costs for budgeted items. If the fieldwork involves obtaining access to specific resources such as materials in private collections, government records, research laboratories or personal interviews, **evidence must be provided that arrangements have been made for such access.**

Applications are assessed based on academic merit, on the centrality of the fieldwork to the thesis research, the coherence of the proposal, financial need if that is determinable, and the departmental ranking.

Any research project that involves human subjects must receive ethics approval from one of the university's Ethics Board prior to the start of the project. Health Sciences students receive ethics approval from the Health Sciences Research Ethics Board. Non-health sciences students receive ethics approval from the General Research Ethics Board.

Recipients of this funding might be contacted by the School of Graduate Studies or other units at Queen's University, for the purposes of discussing their proposed research for a news story or website profile. The names and Queen's email addresses of recipients of this funding will be provided upon request to the relevant Queen's staff members for this purpose.

ELIGIBILITY REQUIREMENTS

- i. Any student who plans to travel for research purposes, or who has travelled for research purposes, any time between November 1, 2020 and October 31, 2021, is eligible to apply to this competition.
- ii. Students must complete their comprehensive examination requirement (or equivalent requirements in student's department/program) before taking up the Graduate Dean's Doctoral Field Travel Award (provided i. above is also met).
- iii. Students who are conducting their research in the North and are eligible to apply to the [Canadian Northern Studies Trust scholarship program](#) are expected to apply for that funding as well as the Graduate Dean's Doctoral Field Travel Award.
- iv. Students must take up their award within 12 months of being notified of receipt of the award.
- v. Students must be registered full time in their Doctoral program during the tenure of the award.
- vi. All applications must be ranked by the home department/program. Unranked applications and/or applications submitted directly to the School of Graduate Studies by the student, will not be considered.

DEADLINES

Department/Program Deadline: Applications must be saved as an MS Word document and submitted to the PSYC Grad Office via email to: psycgrad@queensu.ca by no later than: 13 January 2021 by 4:30 pm ET

SUBMISSION OF APPLICATIONS TO SGS

1. Applicants are to complete the application on the forms provided, and must include any additional required supporting documentation as outlined in the application.
2. Applications are to be submitted to the SGS by the deadline by the Graduate Department/Program (not the applicant).
3. All applications must be ranked by the home department/program. Unranked applications and/or applications submitted directly to the SGS by the student, will not be considered.
4. Submit all required items in the order listed:
 - a. Departmental Ranking of all eligible applicants
 - b. Page 1 - Supervisor's Assessment
 - c. Page 2 - Section I: Description of Research Problem
 - d. Page 3 - Section II Data Required, Location(s) of Data Collection, Justification for Locations of Tenure, and Section III: Schedule of Activates
 - e. Page 4 - Section IV: Detailed Estimated Budget, Section V: Other Sources of Travel Funding, applicant signature.
 - f. Section VI: Supporting Documentation (as listed on page 4).
5. Submitting the applications via email (to corbettm@queensu.ca) in pdf format is acceptable and in fact preferred.

Timeline for decisions: Normally, decisions are made, and departments/programs and applicants are informed of the results of the competition, by the end of March/early April.

Questions: Contact Angie in the PSYC Grad Office at: psycgrad@queensu.ca

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**GRADUATE DEAN'S DOCTORAL FIELD TRAVEL GRANT 2020-2021
STUDENT APPLICATION**

(Please Type)

STUDENT Name:	Student Number:
Department:	Name of Supervisor:
TITLE OF DISSERTATION:	
Date or Expected Completion Date of Comprehensive Examination Requirements (or equivalent requirement in student's department/program):	

Please check this box if the proposed field work is engaged with First Nations, Inuit, Métis or other Indigenous nations, communities, societies, or individuals.

SECTION I: IN THE SPACE PROVIDED (NO ATTACHMENTS) DESCRIBE THE RESEARCH PROBLEM AND THE SIGNIFICANCE OF THE PROPOSED FIELD RESEARCH IN LAY TERMS:

NOTE: THIS APPLICATION MUST BE SUBMITTED TO DEPARTMENT/PROGRAM BY THE DEPARTMENT/PROGRAM'S DEADLINE
2020-2021 Application (page 2)

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SECTION II: DATA REQUIRED, AND PROCEDURES TO OBTAIN IT IN THE FIELD:

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LOCATION (S) OF DATA COLLECTION:

1)
2)
3)
4)
5)
6)

JUSTIFICATION OF LOCATION(S) OF TENURE: (explain the reasons or benefit of traveling to the named sites to perform your research)

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SECTION III: SCHEDULE OF ACTIVITIES: (expected dates of travel, location, duration)

DATES	LOCATION	DURATION

NOTE: THIS APPLICATION MUST BE SUBMITTED TO DEPARTMENT/PROGRAM BY THE DEPARTMENT/PROGRAM'S DEADLINE
2020-2021 Application (page 3)

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SECTION IV: DETAILED ESTIMATED BUDGET:

Provide, in as much detail as possible, estimates for all travel, accommodation and meals associated with your research project. Do **NOT** include the cost of supplies.

DESCRIPTION	ESTIMATED COST	DETAILS
AIRFARE:		
TRAIN:		
OTHER TRAVEL/TRANSPORT:		
LOCAL TRAVEL COSTS:		
ACCOMODATION & MEALS		
OTHER:		
Total Requested: \$ (maximum contribution: \$3,000.00)		

SECTION V: OTHER SOURCES OF TRAVEL FUNDING APPLIED TO AND AMOUNTS (IF KNOWN):

SOURCE OF FUNDING	AMOUNT
Supervisor's Research Grant (NUMBER)	\$
External Travel Award (Specify granting agency)	\$
External Scholarship Funds (specify granting agency)	\$
Other (e.g. QGA, OGS, SSHRC, NSERC, etc)	\$
1)	\$
2)	\$
3)	\$
4)	\$

SECTION VI: SUPPORTING DOCUMENTATION:

Attach to this application the following documents:

- a list of student's publications
- If applicable, **a statement that arrangements have been made for access to data**, if the field work involves obtaining access to specific resources such as materials in private collections, government records, research laboratories or personal interviews
- transcript of current program showing marks for the past two years (photocopies and internal Queen's Transcripts are acceptable)

SIGNATURE

Applicant's Signature

Date

NOTE: THIS APPLICATION MUST BE SUBMITTED TO DEPARTMENT/PROGRAM BY THE DEPARTMENT/PROGRAM'S DEADLINE
2020-2021 Application (page 4)