

University of Toronto Scarborough**GRADUATE STUDENT TRAVEL GRANT****Updated July 20, 2017**

Purpose:

The Office of the Vice-Principal Research will provide a travel grant of up to \$400 per student per year to support graduate student travel and registration expenses to attend and present research results at academic conferences.

The travel grant application must be submitted within the fiscal year (May 1 – April 30) in which the conference took place.

The travel grant may support more than one conference up to the \$400 grant maximum; however, the money cannot be carried forward to the next fiscal year if not claimed.

Visit the [University of Toronto Safety Abroad](#) website to prepare for your trip and make sure you are aware of your responsibilities when traveling abroad. You should also register in the U of T [Safety Abroad Database](#) to allow the University to track where and when you are abroad so that emergency assistance can be offered if necessary.

Student Eligibility:

Eligible students include all graduate students who are registered in a University of Toronto graduate program at the time of the conference and are identified in ROSI as based at the University of Toronto Scarborough. To be identified in ROSI, students must have completed and submitted an SGS Campus Affiliation Form available under the Registration and Enrolment section of the [SGS Forms](#) webpage.

Conference attendance must take place prior to completion of the graduate program requirements. Students will not be supported for attendance at a conference that takes place after the thesis defense date.

Travel grants will be provided to fund graduate student travel to attend and present their original research (e.g. research talk or poster contribution) at academic conferences. This research will comprise part of their degree program, and will have been completed under the primary supervision of a U of T Scarborough principal investigator.

Eligible Expenses:

Eligible expenses include transportation, accommodation, meals and registration fees. All expenses must be supported with original receipts. Expense eligibility will be in accordance with the University of Toronto and Tri-council grant policies.

Other research travel purposes, such as off-site data collection, collaboration, or visits to other research facilities are ineligible.

How to Apply:

Application for the grant consists of:

- a completed [one page application form](#)
- a copy of the research abstract for the conference, clearly indicating affiliation with U of T Scarborough
- original expense receipts with proof of payment
- a signed [University of Toronto Expense Reimbursement form](#)

If you are being reimbursed from other sources in addition to this \$400 U of T Scarborough Graduate Student Travel Grant, please work with your U of T Scarborough departmental Business Officer to coordinate a single expense claim before bringing over to the Office of the Vice-Principal Research. It is always good practice to have your Business Officer review each travel grant before submitting to the Office of the Vice-Principal Research.

Please keep a copy of your travel grant application form and expense reimbursement on file. Once all has reviewed by the departmental Business Officer and signed by your supervisor, please submit for signature by the Vice-Principal Research to Kristine Peruzzi in room AA427, Arts & Administration Building.