

Conference travel grants

If you are planning on presenting a publication directly related to your thesis at a conference, you may be eligible for a travel grant. Eligible students include Master's with thesis option students; doctoral students and students enrolled in a "fast-track" program. Consult the relevant section below for more details on eligibility criteria.

Value

Master's with thesis: Up to \$550

Ph.D. and fast-track: up to 800\$

Deadline

Prior to leaving

Before the conference

- Download the form that corresponds to your status
- Send us a completed application form and all required documentation. Eligibility conditions are detailed below, you will also have to identify your geographical zone.

Masters with Thesis

Objectives

The Office of Graduate Studies recognizes the importance of sharing the research findings of master's with thesis students with the broader scientific community. To this end, we award travel grants to these individuals so that they can present the results of their research closely related to the thesis at major conferences. The program also provides an opportunity to exchange with other researchers in one's field.

Eligibility

Master's with thesis students applying for a conference travel grant must:

- Be registered full time in a thesis program at the time of the conference;
- Present their research at the conference within the first six terms from their initial registration in the Master's program.

Conditions

- A student can only be awarded one grant through the completion of their program;
- This grant can only be used to cover the cost of transportation (train, plane, bus, taxi, kilometers or other), and at the most economical rate possible. No other travel expenses are eligible;
- The maximum amount awarded varies according to the conference location ([see the map](#));
- Conferences taking place in the Ottawa-Gatineau area are not eligible;
- For students who are not departing from Ottawa to attend the conference (e.g. exchange, internship, mobility, or in cotutelle at a host institution), the maximum amount awarded varies according to the distance travelled from the location of the host institution;
- The publication and presentation must deal with research results obtained during the current program and be related to the thesis;
- The applicant must be the first author (as listed on the official publication or conference documents) and the presenter;
- The applicant must obtain a financial contribution for the trip (a minimum of \$100 is required) from their academic unit or supervisor.

Deadline

- All applications must be submitted before the first day (official date) of the conference. No application will be considered eligible if received at the Office of Graduate Studies after the beginning of the conference. It is recommended to submit the complete application 30 days prior to the conference in order to receive a decision prior to departure.
- Only complete applications will be processed. Incomplete applications will be rejected. It is the sole responsibility of the student to ensure that all the required documentation, confirmation of financial contribution, and all signatures are provided with the application. If the application is refused, the student has the possibility to resubmit a second complete application.
- Students can submit only one application per publication and per conference.

Procedure

1. Submit the complete and signed application form and all supporting documents to Kathy Cunningham, Research Office, room DMS6117.
2. Wait for the acceptance or refusal letter from the Telfer Research Office (copies will also be sent to the academic unit, the supervisor, Human Resources Service and the GSAED).
3. After the conference, contact Kathy Cunningham for the appropriate claim form and return it, along with original receipts (including boarding passes) and a proof of attendance at the conference, to the Administrative Officer of your academic unit (Kathy Cunningham). Include a proof of exchange rates used if appropriate.

4. The applicant will receive the reimbursement. The amount awarded is the lowest between:
 - the actual cost of the transportation; or
 - the amount appearing on the geographic map.

Supporting documents to be submitted with the application (prior to the conference)

- A complete and signed application form with confirmed financial contribution and a detailed recommendation from the supervisor;
- An abstract of the publication to be presented;
- A formal indication of the list of authors (cover page of publication or extract from the conference documentation or exchanges with the conference organizers that evidence the relevant publication and the list of authors);
- A written proof that the publication has been accepted for presentation at the conference (issue by the conference organizers);

Download the form

- When completing the form, you will also have to identify your [geographical zone](#).

PhD and Fast Track Students

Objectives

The Office of Graduate Studies recognizes the importance of sharing the research findings of Ph.D. and fast-track students with the broader scientific community. To this end, we award travel grants to these individuals so that they can present the results of their research closely related to the thesis at major conferences. The program also provides an opportunity to exchange with other researchers in one's field.

Eligibility

Ph.D. students applying for a conference travel grant must:

- Be registered full time in a Ph.D. program at the time of the conference;
- Have completed at least two terms in their Ph.D. program;
- Present their research at the conference within the first 15 terms from their initial registration in the Ph.D. program (the first term of the transfer to Ph.D. is taken as reference for fast-track students).

Conditions

- A maximum of three grants can be awarded to a student in a regular Ph.D. program through the duration of their program;
- A maximum of four grants can be awarded to a student who fast-track into a Ph.D. program, including any conference travel grant received while being registered in a Master's program;
- A maximum of two grants will be provided per fiscal year (between May, 1 and April, 30)
- This grant can only be used to cover the cost of transportation (train, plane, bus, taxi, kilometers or other), and at the most economical rate possible. No other travel expenses are eligible;
- The maximum amount awarded varies according to the conference location ([see the map of geographical zones](#));
- Conferences taking place in the Ottawa-Gatineau area are not eligible;
- For students who are not departing from Ottawa to attend the conference (e.g. exchange, internship, mobility, or in cotutelle at a host institution), the maximum amount awarded varies according to the distance travelled from the location of the host institution ([see map](#));
- Any approved travel can take place outside of Canada or USA (zone C, D or E). However, only one trip outside of these zones will be funded up to the maximum value of the corresponding zone where the conference will take place (see map for details). All other subsequent approved trips in zones A, B or other will be funded up to maximum of 550\$.
- The publication and presentation must deal with research results obtained during the current program and be related to the thesis;
- The applicant must be the first author (as listed on the official publication or conference documents) and presenter;
- The applicant must obtain a financial contribution for the trip (a minimum of \$100 is required) from their academic unit or supervisor.

Deadline

- All applications must be submitted before the first day (official date) of the conference. No application will be considered eligible if received at the Office of Graduate Studies after the beginning of the conference.
- Only complete applications will be processed. Incomplete applications will be rejected. It is the sole responsibility of the student to ensure that all the required documentation, confirmation of financial contribution, and all signatures are provided with the application. If the application is rejected, the student has the possibility to resubmit a second complete application.
- Student can submit only one application per conference.

Procedure

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 - the actual cost of the transportation; or
 - the amount appearing on the geographic map.

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- A written proof that the publication has been accepted for presentation at the conference (issued by the conference organizers).

Download the form

- When completing the form, you will also have to identify your [geographical zone](#).

After the conference

Send a breakdown of your travel expenses and the accompanying documents to your academic unit.

Inquiries

Cunningham@telfer.uottawa.ca

* The information on this page is subject to change without notice and does not represent a commitment from the University of Ottawa.