

## **Telfer School of Management Travel Fund for PhD Students (Grad-SMTF) 2018-2019**

This program is only available to Telfer PhD students supervised by Telfer School of Management professors for the presentation of research findings at academic conferences from work undertaken within the context of the doctoral program offered by the Telfer School. The academic conference must use a peer-review system to adjudicate on the work submitted for presentation.

The total amount available per student is **\$1,500** to present a paper accepted at a conference. This amount is available twice in their program, representing a total of \$3,000 for travel to present research findings at two conferences in different academic years. The same research findings cannot be presented to two different conferences. If one or both conference participation(s) cost(s) less than \$1500, the student can put the remaining amount toward a third conference in the same or different academic year.

The funds are to be used with approval from their thesis supervisor as demonstrated by their signature in the application form.

### **Presenting at a Conference:**

- We encourage students to also apply for research travel grants from the Faculty of Graduate and Postdoctoral Studies (FGPS) and the Graduate Students' Association (GSAÉD). A copy of this request should then be attached to the Telfer Graduate Student Form.
- Should the travel grants provided by FGPS, GSAÉD, and the Telfer School of Management prove to be insufficient to cover your cost of travel, you are encouraged to seek additional contribution from your thesis supervisor.

### **Steps:**

1. **BEFORE THE TRAVEL**, complete the **Graduate Student Travel Form** available on the "Graduate Students' Corner" web page of the Research Office's [website](#). Send the complete application to Kathy Cunningham ([Cunningham@telfer.uottawa.ca](mailto:Cunningham@telfer.uottawa.ca)) as well as the confirmation letter showing that your paper has been accepted following peer-review (and copies of your travel fund requests to the FGPS and/or GSAÉD) and your abstract.
2. Once a verification of your application is conducted, you will receive a confirmation letter from the Research Office stating the response to your application (favorable or unfavorable).
3. If your travel request is approved, a copy of this letter will be sent to your thesis supervisor and the School's Administrative Officer. You will receive this letter via email with all the details related to the next steps to take and your reimbursement.

### **PLEASE NOTE:**

- **Retroactive applications for travel funds (event has already taken place) will not be considered;**
- **Attending a conference without presenting is not eligible for travel funding;**
- **There will be no travel advance prior to the travel.**