

Environment and Geography Graduate Student Conference Travel Award

The Department of Environment and Geography has established a fund with an initial amount of \$13,000 Canadian from the Clayton H. Riddell Endowment Fund. The fund will be used to partially support graduate student travel to a national or international meeting/conference in support of their graduate programs delivered by the Department of Environment and Geography. Requests to support 'virtual' meeting attendance will also be accepted. Beginning in the 2020 academic year, the Fund will be used to offer travel awards of up to \$750 Canadian to student(s) who:

- (1) are enrolled full-time in the Faculty of Graduate Studies in any program delivered by the Department of Environment and Geography
- (2) are within their respective time to completion for Masters (4 years) and PhD (6 years) programs in the Department of Environment and Geography
- (3) will be attending a professional meeting or conference in order to present their research (poster or oral presentation)
- (4) has secured partial travel support from supervisor(s)

Candidates will be required to submit: 1) an accepted abstract of their presentation, 2) a budget in Canadian funds for travel expenses, 3) a letter from their supervisor confirming at least \$250 in funds are being provided in support of the proposed budget, 4) and a copy of their registration with details of the meeting, including the date and location.

Applications can be submitted at anytime and will be reviewed as they are received. Awards are reserved for upcoming conferences within a fiscal year period from April 1 to March 31 of the consecutive year. Recipients must use the funding no later than six months from the date of convocation.

Masters students and PhD students are eligible for one and two awards, respectively, during the tenure of their graduate program in the Department. Furthermore, a student may only hold a single award in a fiscal year. Selection of the recipient will be based on completeness of the application. To receive a disbursement from the award fund, the award recipient must submit a completed travel claim for the meeting/conference, including proof of supervisor travel support within one-month after attending the conference or meeting. Expenses will be reimbursed up to the maximum value of the recipient's award, and no more than \$750 Canadian.

The Graduate Selection Committee of the Department of Environment and Geography will review and allocate awards. Awards will be available until the fund is depleted in a single fiscal year. If the fund is not fully depleted in a fiscal year, the surplus will carry over and add to the proceeding year.

These terms of reference were created June, 2020.