Office of Graduate Studies

Laurenti an Uni ve rsi ty

Policy for Funding Graduate Student Travel or online conference to Professional Meetings (Revised May

3, 2022)

The OCGS Periodic Appraisal Brief requires information about the number of presentations and publications by

graduate students at scholarly meetings. Laurentian University encourages students to engage in this type of

scholarly activity and provides financial support to facilitate this activity.

The following regulations will apply in the allocation of travel funds from the Of fice of Graduate Studies:

1. The student must be registered as a full-time or part-time active student at Laurentian University at the

time of the conference.

2. The student must be the first or second author of the paper and must present the paper at the

Conference or online conference . In the case of poster presentations the student must have substantial

input in the writing of the paper and must be the principal respondent to inquiries at the poster session.

3. For group presentations on panels, if the presentation meets the other criteria for allocation of funds

(namely, that a paper must be written for the presentation), only one (1) student will be eligible for funding

per group presentation.

4. The conference must be national in scope and be sponsored by an established professional

association in Canada or elsewhere.

5. Proof of acceptance for the paper/poster must be presented before funds are awarded.

6. The student must indicate any support requested and received from the Department or Supervisor.

7. It is expected, but not a requirement, that the paper, following feedback at the conference, will be

 submitted for publication.

Appl ication Procedures

1. There is no annual deadline for applications, however, at least one month prior to the conference,

the applicant should complete and submit the application form to the Graduate Program Coordinator. A

copy of the abstract must be enclosed with the application, along with confirmation of the presentation of

your paper presentation. Applications will not be considered following attendance at a conference.

2. The Graduate Program Coordinator will complete the Departmental Recommendation, noting the

amount of departmental support provided, if any, and forward the application (including the abstract and

confirmation of presentation) to the Office of Graduate Studies.

3. The Office of Graduate Studies will review the application and notify the applicant of

 the decision, with a copy to the Graduate Program Coordinator. Depending on the budget

submitted, approved support may be to a maximum of $600.00 for Masters and $1200 for PhD students

during their registration/active status for the length of their program.

4. Receipts are required for reimbursement (boarding passes – if applicable).

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Laurentian Unive rsity

GRADUATE STUDENT APPLICATION FOR A TRAVEL AWARD OR ONLINE CONFER ENCE

TO PRESENT A PAPER/POSTER AT A PROFESSIONAL MEETING

NAME: ____________________________________ PROGRAM: ____

CUR RENT ADDRESS: __________________________________ CITY: __________________________ PROVINCE:____________

POSTAL CODE: ________________ Tele phone: Student I.D Number: ________________

CONFERENCE:

LOCATION:

DATES: