

Department of English
Graduate Student Travel Funding for Conference and/or Research

Funding is available for conference and research travel. The English graduate program gives priority to students who have not received a travel award in the last 12 months. Funding is not guaranteed, but we do try to provide support according to the guidelines below.

Other sources of travel funding exist. Applicants are expected to look into: 1) the Faculty of Graduate Studies Travel Award (see the [Awards Database](#)), and 2) the Graduate Students Association (for special projects <http://gsa.ucalgary.ca/awards>). A faculty member's research grant may also provide funding if you are a research assistant.

Guidelines for the graduate program's funding are below. Check one box for the type of funding you seek:

- Conference funding enables** graduate students to present the results of their original research, scholarship, and creative activity at significant scholarly meetings. Available funding (normally): regional - \$250; North-American - \$500; international - \$750. These amounts may vary depending on travels costs, reputation of the conference, etc.

The department Head may also supplement conference travel once during the period April 1-March 31.

- Research funding** enables graduate students to pursue their scholarly research. Maximum funding \$1,000. Submit your application to Carole Taylor by the first day of each month.

The following supporting documents are needed for your application:

- a budget listing travel costs, accommodation costs, per diem (the university per diem amounts are \$51 for travel in Canada; \$75 for travel outside of Canada).
- copies of accommodation and travel reservations, and associated costs
- for conference travel: evidence that your paper/proposal has been accepted for a conference presentation
- for research travel: a statement about how the trip will benefit your research and thesis or project

A Travel Expense Report must be handed in after your return, including the following:

- a final budget and a brief report on what was accomplished during the trip
- boarding passes for flights, final transportation tickets and receipts
- original receipts for hotel accommodation, conference fees, other related research/conference-related expenses.

APPLICATION

Name	UCID	Program
Email address	Travel Destination	Travel Dates (fm/to)
Name of Conference/Title of paper or proposal or Purpose of Research Trip		
Have you applied for any other funding? If so, provide an update on the status of your other application(s). If not, explain why.		
Signature		Date
for office use only		
<input type="checkbox"/> Approved by Associate Head (Graduate Studies)	Amount _____	<i>(signature)</i>
<input type="checkbox"/> Approved by Department Head	Amount _____	<i>(signature)</i>

For Mac users:saving fillable forms and creating electronic signatures using Preview or other PDF readers

To create an electronic signature:

- Under Tools, go to Annotate>Signature>Create Signature> Manage Signatures (or click on signature icon in toolbar)
- Follow instructions for drawing or taking a photograph of your signature.
- Select your signature, and drag it to the signature section(s) of the form; size if necessary.

How to save fillable forms:

- If you find forms are blank when your send or print them, these steps work with most applications.
- After you've filled out a form, **choose Print from the File menu** (or command-P) and then use the PDF option to save it as a PDF. See screenshot below. You will also see options to preview, save, print, e-mail (or in recent systems, message) the file.
- The form is then saved as a "flat" file (you can't edit text any more, but it also means that the recipient will actually be able to see the form data).
- Note: "Export As" and "Save As" do not accomplish the same thing. You lose your data that way.

