



Application Form for International Travel Funds for Graduate Student Thesis Field Research

These travel funds will be allocated by the Awards Committee of the Faculty of Graduate Studies and Research to applicants who will be carrying out research activities towards their Masters or PhD theses in international settings (outside of Canada).

Graduate Program Coordinators (GPC) will be notified of the availability of travel support for graduate students conducting their thesis fieldwork outside of Canada. The maximum support provided to a single student during their program will be \$2,000. The intention of the award is to cover return transportation costs (air, train and bus travel) only.

Applications are due at the respective GPC on **March 15** and **September 15** of each year. The GPC will submit the applications with recommendations to the FGSR Office by **April 1** and **October 1** of each year.

Travel funds must be utilized within 12 months of being awarded.

Application Procedures and Selection Criteria:

1. Within, and as attachments to, the application form, the applicants must
 - provide an up-to-date Saint Mary's University transcript.
 - provide a letter from the Graduate Program Coordinator indicating the stage of the applicant within their Program (normally all coursework should be completed).
 - provide a summary (two pages, single spaced) of the research objectives, protocol, and outcome and other necessary instruments for successfully completing field research, including identifying and contacting necessary local contacts, prior to leaving for thesis fieldwork abroad. Within the summary, the applicant should also indicate how the field research is necessary/linked to fulfilling the thesis objectives.
 - indicate that they are prepared to embark upon their field research within six (6) months of having been identified as an awardee of the Travel Funds; and
 - not be a recipient of any other grants or awards in support of the travel in excess of \$3,000.
2. Completed applications will be received by each of the respective GPC, who will provide general comments regarding the merit of the applications which will be forwarded on to the FGSR Graduate Student Awards Committee. Merit is here understood as cogency of the proposed field research, and its potential for advancing knowledge in the graduate student's area of research.
3. The GPC will rank the applicants in terms of the merit of each application. Merit is here understood as cogency of the proposed field research, its potential for advancing knowledge in the graduate student's area of research, and its relevance to international activities as detailed in the University's 2021-2026 Academic Plan.

4. Each GPC will then forward the applications to FGSR for consideration by the FGSR Graduate Student Awards Committee.
5. The FGSR Graduate Student Awards Committee will evaluate all applications from across the Faculty.
6. Amount of awards will be the amount the student has requested for eligible expenses up to the maximum amount of \$2,000 (i.e. an all-or-nothing strategy; awarding many small awards below what the student has requested is to be avoided).
7. Awardees must complete and submit a Graduate Research Hazards Assessment Form (https://www.smu.ca/webfiles/FORMgradresearchhazardassessment-July2021a_web.pdf) before travel and attend a pre-departure briefing from the International Activities Office (contact global@smu.ca).
8. Awardees must also follow the SMU Administration Policies and Procedures on Travel, including submission of receipts, boarding passes and a Reimbursement Form (contact the FGSR for SMU's Policies and Procedures on Travel).



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Section I – Applicant Details

Name: _____ Student I.D. #: A

Address: _____

E-mail: _____ Phone: _____

Program: _____ Intended Destination: _____

Intended Travel Dates: _____

I acknowledge that if I am successful, I must receive approval of a Graduate Research Hazards Assessment and attend a pre-departure briefing from the Global Learning & Intercultural Support office before travelling.

Applicant's Signature: _____ Date: _____

Section II – Required Information

- Attachments:
- Current SMU Transcript
 - Letter from Graduate Program Coordinator
 - Summary of Research Objectives, Protocol and Outcome

Section III – Estimated Costs (transportation only; e.g. air and ground travel) or attach budget

| | | |
|-------|----|-------|
| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |

TOTAL EXPENSES \$ _____

Amount of Request \$ _____

Other funding secured to defray the cost of travel (must not exceed \$3,000). \$ _____

List additional sources of funding you have applied for and/or received to defray travel costs

List all sources of funding you have received to support your graduate program (i.e. fellowships, scholarships, teaching assistantships, etc).

Section IV – Graduate Program Coordinator

Graduate Program Coordinator _____ Date: _____

Section V – FGSR Approval Yes No Amt \$ _____

Dean, Graduate Studies and Research _____ Date: _____