



UNIVERSITY OF  
**TORONTO**  
SCARBOROUGH

## **U of T Scarborough Student Academic Conference & Travel Fund**

The UTSC Student Travel Fund is a pilot initiative, supported by the Student Experience Fund started in 2007-08. The purpose of the fund is to support undergraduate student travel to academic conferences, meetings and/or research activities that will enhance their own academic experience and make a clear contribution to enhancing the U of T Scarborough student experience.

This is done through reimbursement of travel expenses or some portion thereof. A committee comprised of the Dean of Student Affairs, Director of Student Life, Vice-Dean, Undergraduate, and VP Academics, SCSU will review applications for this fund. The Office of Student Affairs maintains the responsibility of administering this fund, totaling \$30,000 for 2010-11. These funds will be disbursed in three rounds in 2010-11 as per the dates listed below. Reminders of deadlines will be posted via the intranet. Late or incomplete applications will not be considered.

### **Application deadlines:**

- Round 1: Friday, November 4, 2011
- Round 2: Monday, January 13, 2012
- Round 3: Friday, March 2, 2012

### **Eligibility Criteria:**

- The student normally must be registered full-time in the academic year in which he/she plans to travel or full-time in the semester immediately preceding the academic travel.
- The student must have completed a minimum of 5 FCEs (Full Course Equivalents) and be in good academic standing (CGPA of 3.0 or higher)
- The student must clearly state how the proposal is relevant to their academic pursuits.
- The student should clearly state other sources of funding for this event that he/she has received or applied for.

Please note: Applications for credit bearing programs such as Int'l Student Exchange, extended summer school or Co-op travel are not eligible due to funding constraints.

## **Applicants must submit**

- A letter to the Dean of Student Affairs indicating the reason funds are requested and how participation at the event will enrich their academic experience. Applicant's student number, email, and phone number must be included.
- A brief statement from their faculty advisor and/or professor indicating support for their attendance and briefly describing how the proposal is consistent with the student's academic direction
- Promotional material or other information on the conference/event/activity
- The intended use of funds including a spending plan, if appropriate (budget)
- A plan outlining how they intend to present the outcome of their experience in the UTSC Community (e.g. written or verbal report to a committee or class)
- An unofficial copy of transcript (ROSI printout acceptable)
- If the application for funding is approved, original receipts must be submitted for reimbursement of expenses
- A summary (one page) of their conference/travel experience to the Office of Student Affairs as a pre-condition for reimbursement.

Please note, if any of the above requirements or eligibility criteria are not met, or if an application is submitted late, it will not be considered. Selection will be based on academic merits of the conference as well its timing (i.e. to avoid missing classes). Conferences, research activities, and courses must be non-credit bearing, and contribute to the applicant's academic direction (e.g. by contributing to a current research project that is supervised by faculty, by contributing to the applicants' path towards graduate school, by encouraging the applicant to engage seriously with the academic community, etc..)

While all applications are welcome, preference will be given to those students who will be presenting a paper and /or a poster at conferences.

Preference will also be given to students returning to U of T Scarborough.

The Student Travel Fund is not intended to cover 100% of costs.

This initiative is an attempt to address the financial need of students, in support of academic travel.

**Complete applications must be submitted to Megan Lindsay:  
Office of Student Affairs, Student Center - SL 157  
University of Toronto Scarborough  
lindsay@utsc.utoronto.ca**