

Conference and Research Travel Fund

Purpose:

The purpose of the fund is to support undergraduate student travel that will enhance their own academic experience and make a clear contribution to enhancing the U of T Scarborough student experience. This initiative is an attempt to address the financial need of students, in support of conference and research related travel. The fund assists students to undertake an experience that is non-credit-bearing, but contributes to the individual's academic direction towards research, graduate school, engaging with the academic community, or community-engaged learning.

Details of Award:

The Conference and Research Travel Fund is an expense reimbursement award. This means that funds are usually awarded after returning from the academic travel. Eligible expenses for which receipts are produced will be reimbursed up to \$2,500 per student per award, and is not meant to cover 100% of costs. Eligible expenses include registration fees, travel transportation (flights and on the ground transport) and accommodation related expenses only.

Eligibility:

To be eligible to apply for this fund, you must:

- be registered full-time in the academic year in which you plan to travel or full-time in the semester immediately preceding the academic travel;
- have completed a minimum of 4.0 FCEs (Full Course Equivalents)
- have a minimum Cumulative Grade Point Average (CGPA) of 2.5 or higher;

Applications:

Applications must be submitted online through the Intranet, and must include:

- Completed application form;
- A letter to the review committee indicating:
 - what the experience entails;
 - how participation in the experience aligns with your academic program;
 - how participation contributes to your academic direction;
 - the reason funds are requested (need);
 - how you plan to share your experience with the UTSC community;
- A brief letter or statement of support from a professor describing how the proposal is consistent with your academic direction;
- Promotional material or other information about the experience;
- Transcript (ACORN printout is acceptable)

- The Conference and Research Travel Fund will cover in-person travel only (**virtual is excluded**).
- Students awarded funds to travel outside of Canada are required to complete the [Safety Abroad Workshop](#) and register their travel on the [Safety Abroad Registry](#). Please contact studyabroad.utsc@utoronto.ca for any pre-departure questions.
- If approved, original receipts must be submitted for reimbursement
- Applications for any model United Nations-related trips will no longer be accepted.

Deadlines:

Applications must be submitted by 11:59 pm on the deadline date:

- Round 1: Friday, November 17, 2023
- Round 2: Friday, January 19, 2024
- Round 3: Friday, March 22, 2024

Late or incomplete applications will not be considered.

Selection Process:

After each deadline, a committee review's applications for this fund. Once decisions have been reached, you will be notified by email.

Decisions will include: whether the application has been approved, the overall amount, and the maximum amounts for each type of eligible expense.

Selection Criteria:

Selection will be based on:

- academic merits of the experience
- timing (i.e. to avoid missing classes)
- how closely the application aligns to purpose of the award
- the degree of engagement in the experience (e.g. preference will be given to students who are presenting a paper/poster over those attending a conference)

Where necessary, decisions may also be based on your CGPA and the amount of time left in your UTSC degree to participate in academic travel.

Claiming the award:

- Original receipts for expenses incurred must be presented.
- Reimbursement follows the general [University of Toronto policies and guidelines on Travel and Reimbursable Expenses](#), and is at the discretion of the Office of Student Experience & Wellbeing. Eligible expenses include registration fees, travel transportation (flights and on the ground transport) and accommodation related expenses only

- Funds will be available through Direct Deposit or Cheque available for pick up at the Office of Student Experience & Wellbeing, depending on whether you have previously worked at UTSC.
- Funds allocated through the Global Learning Travel Fund remain available to claim until September 30th of the following year the fund was granted (ie. fund granted on academic year 2023, deadline is September 30, 2024)

Questions?

Please contact us at studyabroad.utsc@utsc.utoronto.ca