SAINT MARY'S UNIVERSITY SINCE 1802 | FACULTY OF GRADUATE STUDIES AND RESEARCH

One University. One World. Yours.

Application Form for International Travel Funds for Graduate Student Thesis Field Research in the Social Sciences and Humanities

Updated: February 2015

The Faculty of Graduate Studies and Research has been given permission to utilize a portion of the University's SSHRC General Research Fund for a two-year period (from 2015-2016 to 2016-2017) to support field research travel for full-time graduate students working in SSHRC-eligible disciplines. 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 the United States of America and Canada).

Graduate Program Coordinators (GPC) will be notified of the availability of travel support for graduate students conducting their thesis fieldwork outside of Canada and the United States of America. 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** of each year. The GPC will submit the applications with recommendations to the FGSR Office by **April 1** of each year.

Travel funds must be utilized within 12 months of being awarded. If unused during that time period, the funds return to the pool for the subsequent year's allocation.

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 he/she is 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 and evaluated initially by each of the respective GPC.

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 2012-2017 Academic Plan.

4. Each GPC will then forward the applications and the ranked list of applicants to FGSR for consideration by the FGSR Awards Committee.

5. The FGSR Awards Committee will evaluate all applications from across the Faculty; however, it shall not alter the ranking of the candidates from within a program with regard to their merit, as this has been determined by those closest to the candidate's work.

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 (available at: http://www.smu.ca/webfiles/GraduateResearchHazardsAssessmentForm_Feb2012_fillable.pdf before travel and attend a pre-departure briefing from the International Activities Office (contact international.activities@smu.ca).

8. Awardees must also follow the SMU Administration Policies and Procedures on Travel, including submission of receipts, boarding passes and a Travel Expense Report (contact the FGSR for SMU's Policies and Procedures on Travel).

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FACULTY OF GRADUATE STUDIES AND RESEARCH

International Travel Funds for Graduate Student Thesis Field Research

Section I – Applicant Details

Name: _____ Student I.D. #: _____

Address: _____

E-mail: _____ Phone: _____

Program: _____ Intended Destination: _____

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 International Activities Office before traveling.

Applicant's Signature: _____ Date: _____

Section II – Required Information

Attachments:

- ☐ Current Official 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 – Approval ☐ Yes ☐ No Amt $_____

Chair, Graduate Program Coordinator _____ Date: _____

Reason, if not approved _____

_____

Dean, Graduate Studies and Research _____ Date: _____