

FGS Travel Award - Frequently Asked Questions

1. Where and when do I submit my travel award application?

Applications may be submitted up to 4 months in advance of travel. In order to take advantage of the first-time priority, students should submit their applications at least two months prior to the month of travel. Applications received more than 4 months in advance of travel will not be considered.

Applications received less than one month prior to travel/conference may not be approved.

2. When will I know if I have been approved for travel award funding?

All applicants are notified of their application status at least one month before the start of travel.

3. What will happen if I am late in registering for the term in which I plan on travelling?

If you are not registered, you will be notified by email and given a deadline by which you must register to qualify for the travel award. If you fail to meet that deadline you may be moved to the waitlist.

4. Why was my travel award application not processed?

Incomplete applications will not be considered or processed. It is the student's responsibility to return a completed application to the Faculty of Graduate Studies. FGS will not contact students who submit an incomplete application.

5. I have been waitlisted for travel award funding. What are the chances I will receive funding?

We cannot predict if extra funds will become available. Eligible students will be advised of their status on the waitlist. In the event that additional funds become available, you will be contacted via email.

6. I didn't know about the travel award program and attended a conference/conducted research already. Can I still apply for a travel award?

No, travel awards are not awarded retroactively. All applications must be submitted in advance of travel.

7. How many travel awards can I receive?

Students may only receive one travel award per fiscal year (April 1 – March 31). You may apply again in subsequent years, but priority will be given to first-time applicants. Awards are issued on a first-come, first-served basis.

8. I will have finished my degree by the time of my conference – can I still receive a travel award?

No, travel award funding is very limited and therefore only available to currently registered graduate students.

9. Should I submit my travel receipts, boarding pass, etc. after travel is completed?

No, all required information is collected in advance of payment.

10. I am completing a Travel Expense Reimbursement (TER) to claim expenses through my department or another source – where do I include the travel award on the form?

Do not include the travel award anywhere on the TER.

11. The confirmation/receipt I received when I registered doesn't contain all the requested details. Can I still apply? What should I include?

Yes, you can still apply, but you will need to provide verification of all the conference details. Often this can be achieved by sending a link to the conference website along with a payment receipt that includes your name and the name of the event. Alternate formats may be considered. Applications where the details of the event and your participation cannot be confirmed will not be approved.

If event attendance information has been provided in an email, attach or forward the email rather than copying the information into another document. Links to websites are preferred over screenshots where possible.

12. I'm attending a conference remotely. Can I still apply to help cover the cost of registration?

No, applications for events where travel is not required will not be considered.