

Graduate Student Conference and Travel Policy - School of Graduate Studies

Updated March 24, 2021

TAUMUN Funding: Funding of \$150 for eligible graduate students for conferences (criteria for eligibility see below).

(Updated October 19, 2021)

Eligibility:

- Applicants must produce verification of active participation in a conference/meeting. Active participation is defined to mean presentation of paper or poster, chairing a session, or participating in an organized discussion which forms part of the program.
- Due to budget constraints, applications for conference and travel assistance will only be considered from students who have been accepted to present a paper, poster, etc.
- Conference and travel funds may be awarded to attend (1) not more than one conference in the case of a student in a master's program, and (2) not more than two conferences in the case of students in a doctoral program.
- Applications must be made before the conference takes place.

Funding Amounts:

SGS conference and travel funding:

- Maximum of \$400 per eligible student.
- Full-time and part-time master's and doctoral students are eligible.

By Faculty/School/ administrative unit (please confirm amounts listed below with your faculty/school/unit):

- The Dean of Science allocates up to \$400 for graduate students in the Faculty of Science.
- The Dean of Engineering and Applied Science allocates \$350 for graduate students in the Faculty of Engineering and Applied Science.
- The Dean of Business Administration allocates up to \$400 for Master's in Science Management and doctoral students in the Faculty of Business Administration.
- The Dean of Humanities and Social Sciences allocates \$250 for graduate students in the Faculty of Social Sciences and Humanities. This funding is administered through the School of Graduate Studies, is limited to one per graduate student, and awarded on a first-come, first-serve basis.
- The Dean of Medicine allocates \$450 for graduate students in the Faculty of Medicine. Funds will be disbursed at the discretion of the Associate Dean (Research and Graduate Studies), Faculty of Medicine.
- The GSU allocates up to \$250 per master's student and up to \$500 per doctoral student (with a maximum of \$250 per conference). Doctoral students may submit a request for approval to receive the entire sum at once. An additional \$50 is allocated for travel outside of Canada. Students are also eligible for up to \$150 of these amounts for research trips, field trips, or conferences at which they are not presenting but are related to their academic programs. **Note, all GSU travel funding is considered needs based.**
- TAUMUN allocates \$150 per student (one conference for master's program and two conferences for PhD programs, not concurrent).

Application Process:

- Students should become familiar with [Memorial University travel guidelines](#).
- If your destination is outside of Canada, you must comply with [Memorial University safety and security procedures](#).
- Students should submit the [Request for Travel Assistance Form](#), even if attending a virtual conference, solicit all required signatures, and retain the completed form.
- Students should apply for funding a minimum of four weeks before the conference begins, unless otherwise stated in this policy. Earlier requests are advisable if [requesting a travel advance](#).
- Conference and travel assistance is normally available after the conference has concluded, but an advance can be arranged, if necessary.
- Once your conference is completed, complete the [Travel Claim Form](#), solicit all required signatures, and submit with necessary receipts and the original Request for Travel Assistance Form to the School of Graduate Studies.
- Conference and travel funding is not guaranteed and is contingent upon the availability of funds and the submission of a complete application package.
- For more information on other funding sources, please contact SGS, GSU, TAUMUN, or the appropriate Faculty.