DEPARTMENT OF SOCIOLOGY
GRADUATE STUDENT CONFERENCE FUNDING APPLICATION 2019-20
(please submit electronic copy and hard copy)

PERSONAL INFORMATION

Name:	
Date:	
E-mail:	
Program:	MA / PhD *MA students are only eligible to apply for/receive conference funding for CSA and/or ASA Year in Program:
Supervisor: (if applicable)	

CONFERENCE DETAILS

Name of Conference *If not ASA or CSA, please see supervisor recommendation instructions below	
Conference sponsoring organization (if any)	
Location (City/Country)	
Dates of Participation	
Amount Requested (in CAD funds - including itemized expenses) up to $1250 MAX for fiscal year & $1000 MAX per any single conference	$
List ALL other contribution towards expenses (INCLUDE APPLIED FOR)(from supervisor, SGS, etc.)	
Title of Paper	

PREVIOUS DEPARTMENTAL CONFERENCE TRAVEL GRANTS APPROVED OR RECEIVED

Date of Participation	Title & Location of Conference	Amount Approved or Received
		$
		$
		$

Supervisor Recommendation:
***If this conference is not the CSA or ASA, we require written approval from your supervisor confirming they have recommended that you attend/present your research at this conference with justification.
An email notification to sociology.gradaute@utoronto.ca will suffice.

Eligibility/Document Criteria. Please sign each line:

**I will be the person presenting my paper at the session: _____

**Proof of Acceptance is attached : _____

**1-page document w/ Title, all Authors in order, and Abstract is attached: _____

**If conference is not CSA or ASA, short explanation of how attending the conference will benefit your academic and research goals: _____

See over ---
Requirements: If the grant is approved, original receipts (e.g. airline ticket, boarding passes, conference registration, accommodation receipts, copy of Conference Program, and Expense Report form) need to be submitted according to the U of T policy in order for the reimbursement of the expenses to be processed.
I have read and understand that according to the above Requirements, original receipts are required to be submitted in order for the reimbursement of expenses to be processed.

Student Signature	Date

FOR GRAD OFFICE USE:

a.   Prior $$ support from dept. already received this fiscal year for Conference Funding: _____

b.   **Amount Approved for this conference (not to exceed $1250 total for lines b & c): _____**

Signature:_____
Associate Grad Chair (Markus Schafer)

Here is the specific info for applying for 2019-20 conference funding from email announcement:

The department will provide travel support of up to $1250 CAD for graduate student presenters (and others on the program such as discussant, etc.) at an approved national or international conference in the fiscal 2019-2020 year (May 1, 2019 to April 30, 2020). If students present at more than one conference, they may use part of the money for one conference, and part for another, up to the total maximum of $1250 for the fiscal year. There is a $1000 CAD cap per conference.

Please note, that every year travel support is subject to change based on departmental budget.

INSTRUCTIONS:
a) At least 6 weeks prior to the conference, send a complete electronic application to the Graduate Office at sociology.graduate@utoronto.ca in one single PDF document saved as **lastname_firstname_travelgrantapp**, **AND** print your complete application form with the required documents, and submit it to the Grad Office. **If you do not submit an electronic copy and hard-copy of your full application, it will be considered incomplete.**
b) Your request will be reviewed and you will receive the decision by email within one week; if approved you will receive the expense form and instructions. The approved form itself will be on file with our business officer, Grace Ramirez.
c) After attending the conference you receive approval for, you will submit all original receipts together with the Expense report form. The form gives a list of receipts required for reimbursement.
d) **Your approved conference funding amount is what is used to calculate your remaining conference funding support**. For example, if you are approved for $500 but only use $400, your potential remaining conference funding is $750, not $850 (based on the $1250 max amount).
**NOTE: we can only reimburse for actual expenses up to $1250, no advances will be given. Also if you pay for accommodation through Expedia or any other agency that combines airfare and accommodation, you must request an itemized receipt from the hotel.