

RESEARCH & TRAVEL FUND GUIDELINES

RTF@GESSA.CA

The GESSA Research and Travel Fund (RTF) program makes up a significant amount of GESSA's yearly expenditure and consists of monies derived from its operational budget and a further \$8,000 allocated by the Faculty's Research and Awards Committee for GESSA to administer. The amount of funding from faculty (RAC) can vary year to year. Hence, GESSA's Executive Committee (EC) and Finance Committee (FC) reserve the right to allocate different amounts to the fund for a given academic year.

The Fund is primarily meant to help offset the travel and research costs incurred by graduate student in FES during their research and conference attendance. It is NOT meant to be a primary funding source nor is it meant to subsidize travel expense for students on paid internships or to use for travel other than the three categories below.

We strongly suggest that you seek out other funding sources in addition to this fund. The RTF program should not decide the feasibility of potential research projects or attendance at conferences and workshops or skills development.

The RTF program is one of the main ways that GESSA uses its funds to support students. Other ways include resources, conferences, speaking series, social events, and academic forums. GESSA's mandate for spending is guided by student input. This fund is a way for us to support one another and the resources used here need to be shared by all students.

NOTE: The RTF application guidelines have been changed and are in effect for the September, 2007 deadline. Based on input from students, and past and present RTF committees, the new guidelines will help make funding more accessible and equitable to FES students, and will help the RTF committee administer the funds more effectively.

Second Friday of September

DEADLINES

There are three funding cycles per academic year with the following deadlines:

Second Friday of September

Second Friday of January

Second Friday of April

Applications must cover activities ending in the current funding cycle (before the cycle deadline).

GESSA RTF APPLICATION

Only registered students are eligible to apply. Outgoing students are eligible to apply for the deadline ending the term in which they were last registered. New incoming students are not eligible for the cycle ending in the Fall (Second Friday of September.)

FUNDING

GESSA's reserves the right to allocate a percentage that will be disbursed to all eligible applications and activities per application. The RTF fund usually covers up to a maximum of 50% of the cost of eligible activities. The actual amount (percentage) awarded will depend on how many applications are received in that cycle. If the requests for funds exceed the amount of funding available, awards will be based on an equal percentage distribution (e.g. all applicants, for example, may receive 40% or 25 % of the cost of their eligible activities). GESSA over the past few funding cycles has usually allocated 50% per eligible application.

The maximum grant available per application is \$500. The maximum amount of funds available to a student per academic year is \$600.

EXAMPLE: Student applies for Category B "Attending a Conference" and submits a detailed budget outlining travel costs up to \$700 with original supporting documentation and receipts. Under Category B the student is eligible for a maximum of \$500. The RTF Adjudicating Committee will award the student \$350, if the percentage allocation is decided upon by GESSA to be %50 per application for that funding cycle (dependent upon funds and applications received).

APPLICATION

Please submit separate applications and choose only one category for each activity. Activities should be in support of your Plan of Study. All applications have to be completed in full, any application not completed in full will not be considered including the following:

Cover Letter: Outlining the activity carried out and its application to your Plan of Study and how it will in your opinion enhance your research and your study at FES. The Cover Letter must detail how the particular activity will benefit your study

Receipts: Include a detailed list with the date, item and what it was used for. All receipts have to be originals. **GESSA does not accept photocopies, print outs, or brochures. If receipts for travelling are submitted they must be in the form of original airplane boarding passes, original railway tickets, and / or receipts (contracts) for car rentals. GESSA will not accept e-tickets, visa bills, name tags (at conferences).** GESSA reserves the right to not consider your application or the portion of expense that does not have supporting documentation (original receipts) if the above conditions are not met.

Advisor Signed Letter: please have your advisor write a signed letter indicating that the activity was relevant to your Plan of Study or research, and that in his/her opinion it was a justified expense.

Support Material: conference schedules, course outlines, research output, Compact Disks, Seminar agendas, Workshop work plans. etc.

*****Incomplete applications without proper documentation will not be considered*****

GESSA RTF APPLICATION

CATEGORIES

A. Thesis/Major Paper/Research Project

maximum of \$500: funds activities and resources to undertake research, usually in the later stages of the program. This includes travel, books and supplies. Applicants must demonstrate that expenses were necessary and incurred solely for research purposes.

B. Conference (Presenting)

maximum of \$500: funds travel, accommodation and registration fees to support students accepted to present their work at conferences. Please provide proof of acceptance and presentation (e.g., conference schedule)

C. Conference (Attending)

maximum of \$300: funds travel, accommodation and registration fees to support student attendance at conferences.

D. Skill Development

maximum of \$300: funds courses and workshops that supplement your Plan of Study, and are not available through MES.

E. Course Requirements

maximum of \$200: funds course requirements that are over and above tuition and course books, for example, field trip expenses.

Activities that the GESSA RTF program will NOT fund include: meals, computer software and hardware, photocopying and printer costs, parking, camera audio visual equipment or honorariums paid to research participants.

www.g^og^ess^a.ca
Graduate Environmental Studies Student Association

GESSA RTF APPLICATION

*****Applicant Must Submit a Photo-Copy of Application and All Supporting Documents.*****

APPLICANT NAME:

DATE:

Please note that we only fund activities that ended in the previous funding cycle.

DEADLINE (check one):	FOR ACTIVITIES CARRIED OUT BETWEEN:
{ September (Second Friday)	April to the first day of classes in September
{ January 15 (Second Friday)	September to January
{ April 15 (Second Friday)	January to April

A. CATEGORY – Please select only one (one application per activity)

- { (1) THESIS / MAJOR PAPER / MAJOR PROJECT – maximum of \$500
- { (2) CONFERENCE (PRESENTING) – maximum of \$500
- { (3) CONFERENCE (ATTENDING) – maximum of \$300
- { (4) SKILL DEVELOPMENT – maximum of \$300
- { (5) COURSE REQUIREMENTS – maximum of \$200

B. APPLICATION CHECKLIST - Please ensure that the application is complete – incomplete applications will **not** be accepted.

- ◆ COMPLETED APPLICATION FORM AND PHOTO-COPY OF APPLICATION AND ALL SUPPORTING DOCUMENTS
- ◆ DETAILED BUDGET WITH *ALL ORIGINAL* RECEIPTS
- ◆ COVER LETTER on nature of activity, results and relation to plan of study
- ◆ ADVISOR SIGNATURE verifying relevance to plan of study (can include on cover letter)
- ◆ SUPPORTING DOCUMENTATION – e.g. conference brochure, executive summary, letter from employer, etc.

PLEASE REFER TO RTF GUIDELINES FOR DETAILS

C. PERSONAL INFORMATION

GESSA RTF APPLICATION

FULL NAME:	
STUDENT #:	PROGRAM/YR OF STUDY:
ADVISOR (S):	
MAILING ADDRESS:	
CITY:	POSTAL CODE:
PHONE NUMBER:	EMAIL:
CHEQUE DELIVERY (where possible we would prefer to put cheques in your FES box):	{ MAILED TO ABOVE ADDRESS } FES BOX

D. ACTIVITY INFORMATION

TYPE OF ACTIVITY (conference, research, course, etc.):	
ACTIVITY TITLE:	
ORGANIZATION NAME (if applicable):	
TOTAL AMOUNT OF FUNDING REQUESTED:	
LOCATION:	DATES:
BRIEF DESCRIPTION:	
	

E. OTHER FUNDING – Please list funding you have received and/or have applied to receive for this activity

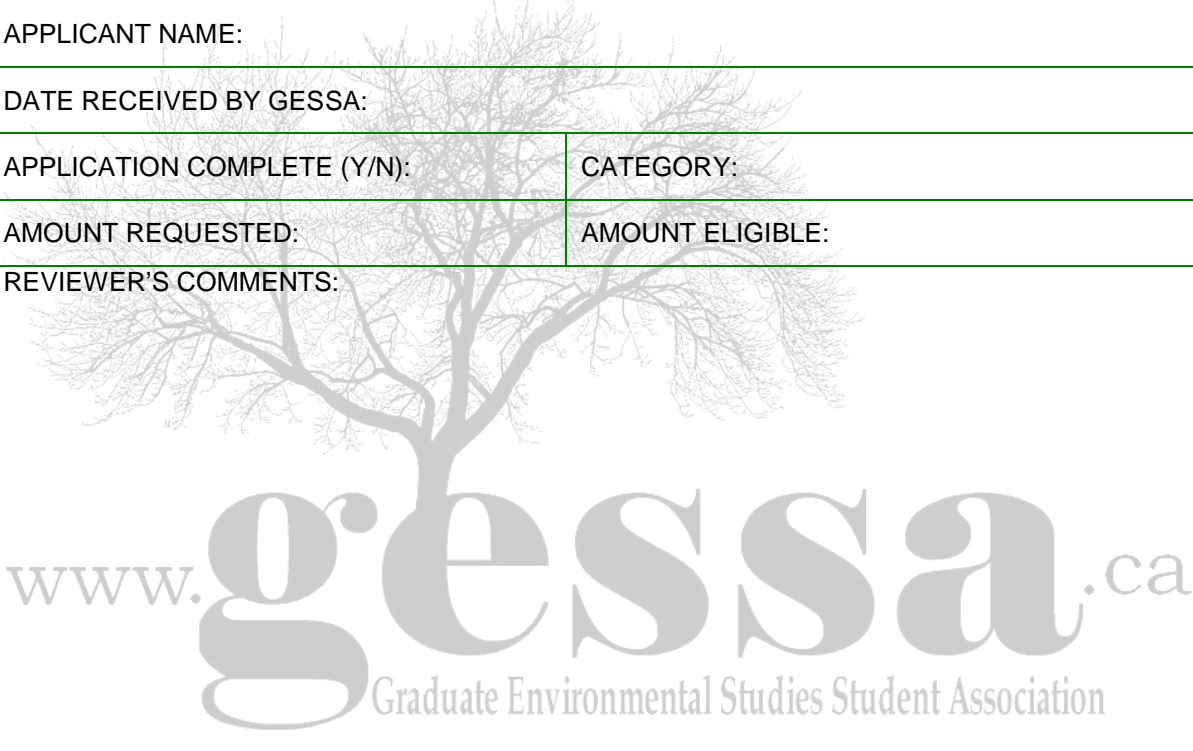
FUNDING SOURCE	AMOUNT	GRANTED? Yes or no

Please make sure your application is complete with all required documentation.

GESSA will review your completed application and notify you of your award within one month of the deadline. Please note that due to the number of applications we receive, we can not guarantee an award of the maximum amount in the category you are applying for. We will try our best to provide you with as much as possible to support your development in FES and the community.

SIGNATURE OF APPLICANT DATE

GESSA INTERNAL USE ONLY

APPLICANT NAME:	
DATE RECEIVED BY GESSA:	
APPLICATION COMPLETE (Y/N):	CATEGORY:
AMOUNT REQUESTED:	AMOUNT ELIGIBLE:
REVIEWER'S COMMENTS:	
 <p>www.gessa.ca Graduate Environmental Studies Student Association</p>	
AMOUNT AWARDED:	DATE OF DECISION:
DATE AWARD SENT:	MAILED OR IN BOX: