**COLLEGE OF PHARMACY AND NUTRITION TRAVEL AWARD**

Graduate students registered in the College of Pharmacy and Nutrition are eligible to receive a Travel Award up to a maximum of $750 once during their program. The travel award is intended to support students in **presenting** their research at a conference or professional meeting. Three criteria must be satisfied to be eligible for this award:

1. The student must be currently registered as a graduate student in the College of Pharmacy and Nutrition.
2. The award must be used to cover expenses incurred from **presenting** their research at a professional meeting/conference (the maximum allowable reimbursement is $750).
3. Dates of the meeting/conference must occur BEFORE the student’s graduation date.
4. Students who have received this award previously are NOT eligible for another award even if their previous expenses were less than $750. However, an exception will be made for students entering the PhD program when their previous travel award was granted during their Master’s program.

Students may combine the College travel award with other sources of financial support as long as the total amount requested does not exceed expenses. Applicants must obtain the most economical travel and accommodations possible.

To apply for this award, students must fill out the “*Graduate Student Travel Award Application Form*” (included on next page) and submit it to the Associate Dean of Research and Graduate Affairs. Note that students must also follow current travel policies at the University of Saskatchewan, including the requirement to obtain authority to travel prior to the date of departure. For international travel, students must also obtain permission through the International Student and Study Abroad Centre (ISSAC - https://students.usask.ca/international/issac.php).

The travel award is paid out after the conference presentation and must be claimed according to the University of Saskatchewan’s current reimbursement policy. Students who cannot afford the conference registration fees due prior to the meeting/conference can request the College to pay the fee on their behalf and this will be subtracted from the $750 maximum.

***Graduate Student Travel Award Application Form***

To apply, review the eligibility criteria (on previous page), complete the information requested, and submit this form to the Associate Dean of Research and Graduate Affairs, College of Pharmacy and Nutrition.

**Deadline for submission of application is at least 6 weeks prior to the travel date unless the conference is unable to provide confirmation of acceptance (i.e., for late breaking abstracts).** The Associate Dean will notify applicants regarding approval of the travel award.

Please Note: Travel outside of Canada requires approval from the International Student and Study Abroad Centre (ISSAC - <https://students.usask.ca/international/issac.php>). Please contact them as soon as possible.

|  |
| --- |
| ***Applicant Information******Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_******NSID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_******Name of Conference:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_******Dates of Conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_******Dates of Travel*:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Title of presentation*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Oral/Poster- (check one below)* *Oral Poster* |
|  |
|  |

***Supervisor Information (to be completed by supervisor)***

I approve of this application and support the travel award for the purpose outlined above.

*Supervisor name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature*: *Date*:

***Approval of the travel grant by the Associate Dean of Research and Graduate Affairs***

*Signature*: *Date*:

*Comments:*

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

*Date notified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date travel request approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date expense claim approved:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_