

MSc (Env.Sci.) CONFERENCE STIPEND

CONDITIONS & INSTRUCTIONS FOR ACCESSING THIS STIPEND

All MSc students in the Environmental Science Program effective with the 2013 cohort are eligible to apply for up to \$1500 in funds to cover travel and/or expenses associated with presenting at a conference. The following restrictions apply:

- The total amount received will not exceed \$1500 per student. Further, students that have entered the fourth year of their tenure as an MSc student are no longer eligible to access these funds.
- The funds must be used for costs associated with attending and presenting at a conference or workshop in the student's discipline, normally via an oral paper or poster display. Further, the conference or workshop must be national or international in scope. Requests to cover travel costs to local or regional meetings normally will not be entertained. Students should consult with their Supervisor and/or the MSc Program Coordinator *before* registering for conferences or booking travel arrangements.
- Students must submit a detailed budget outlining their anticipated costs.
- Conference support through the MSc program must follow TRU policy ADM 22-1. To submit a request for funds, students must complete the steps outlined on the following page. Supervisors **must** sign off on their student's request. Request for support must be made at least **one** month prior to travel for conferences within Canada and **two** months prior to travel for conferences outside Canada.
- For students travelling outside of Canada a more detailed risk assessment is required along with paperwork and mandatory attendance at a workshop. The paperwork must be completed **BEFORE** the MSc funding can be supplied. It requires a risk assessment form, student waivers, STAR tracking form and attendance at risk management workshop held by TRU world (30-40 minutes).
- NOTE – This is awarded as a stipend and therefore is considered taxable income.

REQUEST FOR CONFERENCE STIPEND (FOR TRAVEL WITHIN CANADA)

Students are required to follow TRU policy ADM 22-1 which can be found at:

http://www.tru.ca/shared/assets/student_off_campus_safety_and_travel_policy30433.pdf

- 1) Complete MSc Request for Conference Stipend Form along with your budget, have it signed by your supervisor and submit to the MSc Coordinator one month PRIOR to travel.
- 2) As travel is being supported by TRU students must follow TRU policy ADM 22-1 (www.tru.ca/.../student_off_campus_safety_and_travel_policy30433.pdf). For domestic travel this requires:
 - Form and student waivers
- 3) Collect all receipts for money spent (conference registration, accommodation, travel fees, meal costs etc.). Please put these with your original budget and submit to the MSc Coordinator within **1 week** of your return from the conference.

REQUEST FOR CONFERENCE STIPEND (FOR TRAVEL OUTSIDE OF CANADA)

Students are required to follow TRU policy ADM 22-1 which can be found at:

http://www.tru.ca/shared/assets/student_off_campus_safety_and_travel_policy30433.pdf

For students travelling outside of Canada a more detailed risk assessment is required along with paperwork and mandatory attendance at a workshop. The paperwork must be completed BEFORE the MSc funding can be supplied. It requires a risk assessment form, student waivers, STAR tracking form and attendance at risk management workshop held by TRU world (30-40 minutes).

The steps for applying for the funds are detailed below:

- 1) At least two months prior to the conference the student must complete the Request to Access Conference Stipend Form and budget, and submit to the MSc Coordinator.
- 2) The student's supervisor will work with the student to complete the required risk assessment form which can be found on the website at:
http://www.tru.ca/shared/assets/Off_Campus_Travel_Forms_for_Faculty_or_Group_Leader32062.pdf
The student and supervisor must sign this form and submit it to the MSc Coordinator. This will then go to TRU World and to the Provost.
- 3) The student must then complete the following forms and bring these along with a copy of their passport and travel insurance and plan id card to the MSc coordinator.
 - Complete the relevant forms (Release of Liability, Waiver of Claims Agreement (for participants over 19 years), Informed Consent for Release of Liability Waiver of Claims Agreement (for participants under the age of 19), Behaviour Contract, Freedom of Information, Media Consent) for off campus travel which can be found

on the website at:

http://www.tru.ca/_shared/assets/Off_Campus_Travel_Forms_for_Individual_Participants32063.pdf

- Complete the Student Travel Abroad Registry (STAR) at:
www.tru.ca/_shared/.../Off-Campus_Participant_List32065.xlsx
 - If a student driver is transporting other students in their private vehicles to the US then a driver consent form needs to be completed.
- 4) The MSc coordinator will submit all the paperwork to TRU World and then the student must arrange with the Study Abroad Centre to attend a 30-40 minute pre-departure risk management seminar. Please notify TRU World if you have completed one of these previously as you may be exempt.
 - 5) Once all paperwork is complete and the approval is received from the Provost's office the MSc Coordinator will submit a cheque requisition and the conference stipend will be given to the student.
 - 6) Collect all receipts for money spent (conference registration, accommodation, travel fees, meal costs etc.). Please put these with your original budget and submit to the MSc Coordinator within **1 week** of your return from the conference.

REQUEST TO ACCESS CONFERENCE STIPEND

STUDENT DETAILS

Name of MSc Graduate Student: _____

Name of Supervisor: _____

Starting date for student's program: _____

Date of this request: _____

Have you received any support from the conference stipend fund previously? _____

If yes, how much? _____

CONFERENCE DETAILS

Name of conference/workshop: _____

Location of event: _____

Date of event: _____

Is meeting national or international in scope? _____

Submit this form along with a budget outlining your anticipated costs. Include items such as airfare or other travel costs, conference registration fees, and accommodation costs. Attach documents to support your cost estimates.

Request for funding amount: _____
(note – this is up to a maximum of \$1,500)

SIGNATURE OF STUDENT: _____

SIGNATURE OF SUPERVISOR: _____

SIGNATURE OF MSC COORDINATOR: _____