

FACULTY OF GRADUATE AND POSTDOCTORAL STUDIES
KILLAM CENTRE FOR ADVANCED STUDIES
2-29 TRIFFO HALL

Phone: 780.492.9460 Fax: 780.492.0692
grad.awards@ualberta.ca
www.ualberta.ca/graduate-studies

Instructions:

- Postdocs intending to apply for a Faculty of Graduate and Postdoctoral Studies (GPS) Postdoctoral Scholar Travel Award are to confirm their eligibility and read all application procedures on GPS's website prior to preparing an application.
- **All application form fields and supporting documents are mandatory.** Incomplete applications will be rejected and students will be required to re-apply once the application is complete.

Employee ID	Last Name	First Name
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Confirmation of Eligibility

I confirm I am a current postdoctoral employee or postdoctoral trainee employed at the University of Alberta at the time of application and at the time of proposed travel.

I confirm I am actively participating at the conference by presenting a paper, poster session, or participating in a panel discussion, or exhibiting my work. The presented work is a result of the research undertaken at the University of Alberta and is related to my current postdoctoral appointment.

I confirm I have not previously received the Postdoctoral Scholar Travel Award.

Conference Details

Travel Destination (City, Country)		
	Departure Date (MMM/DD/YYYY)	Return Date (MMM/DD/YYYY)
Name of Event (Conference Travel) or Data Collection Site/Workshop/Institute (Research Travel):		

Confirmation of Other Funds

- **mandatory to complete, regardless if you are receiving other funding or not**

Indicate the values and source of any other funding you will receive (i.e., \$500 from supervisor or \$400 from department). **Enter N/A if you will not receive any other funding:**

Estimated Cost of Travel

Estimate of costs:	Amount (CAD\$)	Description/Particulars
Registration Fees	\$	
Transportation (i.e. Airfare and/or Ground)	\$	
Accommodation	\$	
Meals	\$	
Other	\$	
Total Estimated Expenses	\$	

Document Checklist

- Documentation from the conference organizers confirming my poster or paper has been accepted for presentation OR a letter of invitation to participate in a panel discussion or to exhibit my work.
- Proof of conference registration outlining associated costs. Students must still send confirmation of registration if there is no registration fee.
- Copy of current appointment letter.

Supervisor Signature

Signature

Date (MMM/DD/YYYY)

Applicant Declaration

- fields left unchecked will deem your application as incomplete

I declare that to the best of my knowledge, the information provided in this application and attachments is true and that no material has been withheld.

I understand it is my responsibility to ensure my application is submitted, and that it will be reviewed for eligibility and completeness before a decision is made.

I understand GPS's Postdoctoral Scholar Travel Awards are not a guaranteed source of funding, and are awarded on a first-come first-served basis as the annual budget allows.

If I do not participate in the travel/conference that the Travel Award was approved to fund, or if my employment status changes, it is my responsibility to notify the GPS immediately, in writing. I may be required to repay any travel funds received.

Applicant's Signature

Date (MMM/DD/YYYY)

Personal information on this form is collected under the authority of Section 33(c) of Alberta's Freedom of Information and Protection of Privacy Act for authorized purposes including admission and registration; administration of records, scholarships and awards, student services; and university planning and research. Students' personal information may be disclosed to academic and administrative units according to university policy, federal and provincial reporting requirements, data sharing agreements with student governance associations, and to contracted or public health care providers as required. For details on the use and disclosure of this information call the Faculty of Graduate and Postdoctoral Studies at 780-492-3499 or see <http://www.ipu.ualberta.ca/>.