

**DEPARTMENT OF SOCIOLOGY
GRADUATE STUDENT CONFERENCE FUNDING APPLICATION**

PERSONAL INFORMATION

Name:		
Date:		
E-mail:		
Program:	MA/PhD <small>**MA students are only eligible to apply for CSA/ASA conference funding if moving into the PhD SOC program at UofT</small>	Year in Program:
Supervisor: (if applicable)		

CONFERENCE DETAILS

Name of Conference: <small>if not ASA or CSA, please see supervisor recommendation instructions below</small>	
Conference sponsoring organization (if any)	
Location (City/Country)	
Dates of Participation	
Amount Requested (in CAD funds - including itemized expenses) up to \$750 MAX for fiscal year	
List ALL other contribution towards expenses (INCLUDE APPLIED FOR)(from supervisor, SGS, etc.)	
Title of Paper Accepted at Conference:	

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.graduate@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, membership fees, 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 understood the instructions on page 3 of this application package, and that according to the above requirements, original receipts and full reimbursement package are required to be submitted to the graduate office within 3 weeks time of the final date of the conference 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 \$750 total for lines b & c): _____

Signature: _____
Associate Grad Chair (Josée Johnston)

Here is the specific info for applying for 2023-24 conference funding from email announcement:

The department will provide travel support of up to \$750 CAD for graduate student presenters (and others on the program such as discussant, etc.) at an approved national or international conference in the fiscal 2023-2024 year (May 1, 2023, to April 30, 2024). 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 \$750 for the fiscal year. Please note that approvals are based on how much funding is left in the overall budget.

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

INSTRUCTIONS:

- a) At least 4 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**.
- 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 for reimbursement submission.
- c) After attending the conference you receive funding approval for, you will submit all hard-copy original receipts together with the Expense report form to Elysha Daya. You can submit the receipts electronically, but they must be a picture of the actual itemized hard copy receipt (boarding pass, etc.). The entire reimbursement form must be submitted in a single PDF file to Elysha Daya at sociology.graduate@utoronto.ca. The reimbursement form gives a list of receipts required for reimbursement. U of T reimbursement policy ONLY reimburses out of pocket expenses.

****Please note that reimbursements MUST be submitted within 3 weeks from the final date of the conference. If you do not submit your reimbursement package to the graduate office within 3 weeks time from the end date of the conference you will forgo your reimbursement claim.**

- 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 for the departmental conference grant, your remaining eligible amount is \$250, regardless of how much funding was used from your first conference grant.
- e) Reimbursements for accommodation will only be approved at a maximum of 3 nights stay.

****NOTE:** we can only reimburse for actual expenses up to \$750 CAD. 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 for your reimbursement.