Background and Terms:

The iSchool Doctoral Student Travel Award Program was established by Dean Seamus Ross in April 2009. Continuation of the Program and the amount of funding, if any, available for this program in any given fiscal year is at the discretion of the Dean and will be determined as part of the annual budget allocation process. The details of the program, if any, will be published in March for the fiscal year beginning 1 May.

Purpose:

iSchool Doctoral Student Travel Award Program has been developed to assist iSchool doctoral students with travel costs associated with making presentations of original research at a conference or symposium, or to engage in other appropriate scholarly activity at a conference.

General Principles Governing Access to Funding:

Award amounts will range from $500 to $1,500 depending on funds available as well as such factors as the location of the event. Funding will be awarded to successful applicants to a maximum of $1,500.00 per year per student. Factors such as the significance of the conference as a venue for reporting research in the student’s discipline, and whether or not the applicant has received previous iSchool Travel Awards will be taken into account. Priority will be given to students who have not previously received travel funding and/or are not eligible for other sources of funding. The PhD student may seek and accept funding from other sources for any expenses not covered by an award allocated under this policy. The fiscal year runs from 1 May through 30 April.

Eligibility Criteria:

Travel Awards are based on the fiscal year which runs from May 1 to April 30 and are attributable to the fiscal year in which the travel takes place and not the fiscal year in which the application for the PhD Travel Award is made.

Awards to successful applicants will be made on a first-come, first-served basis—when the annual allocation has been distributed no further awards will be made in that year under this program.

Applicants must be registered in the iSchool PhD Program at the time of application and time of the proposed travel, and be demonstrating satisfactory progress in their program.
Applicants must have participated in PhD Research Days in the previous fiscal year. (This means that from the 2015-16 fiscal year going forward 1st year doctoral students are only eligible from 1 May of their first year.)

Full time students are eligible to receive normally only one award per year during each of the first 5 years of their study. Flex time students are eligible to receive one award per year to a maximum of 5 awards during the first seven years of their program of study.

The Ph.D. student must be invited on the basis usually of a peer review of their submission to present a paper or poster.

**Application Process:**

Requests for conference funding must be made in writing normally at least one month prior to conference attendance. PhD students must submit, to the Director of Doctoral Studies (DDS), a Faculty of Information PhD Conference Travel Award Application Form.

The allocation of the funding against these basic principles is at the discretion of the Dean or Dean’s delegate (e.g. Director of Doctoral Studies). The CDS will review all applications, after the review process has taken place the results of the Travel Award process will be sent to the applicant by e-mail. All decisions made by the Director of Doctoral Studies are final.

**Reimbursement Process:**

For those allocated an award the request for reimbursement of travel expenses must be submitted within 3 weeks of the presentation. Payment will be available upon submission of a completed iSchool Expense Reimbursement form, original receipts (including boarding passes if applicable), a copy of the Award Approval Letter and a copy of the Conference program indicating your presentation time and paper title.

Reimbursement will only be permitted for those travel expenses which are allowed under the UofT Expense Reimbursement Policy. **PLEASE NOTE: Alcohol is not an eligible expense** for this funding.

**Deliverables:**

It is expected that students who receive a PhD Travel Award will normally repeat their presentation at some forum for the iSchool Community within twelve months of their travel.

Dr Seamus Ross

Dean and Professor, UofT iSchool

March 15, 2015