

# GSA Academic Travel Grant Application for In-person Events

**\*\*PLEASE NOTE:** in accordance with the travel directive issued by the University of Alberta (updated 12 November 2021), travel outside of Canada is no longer suspended. As significant risk still remains, the GSA expects graduate students to follow the process established by the Field Research Office (FRO) and to comply with all relevant University procedures, regardless of the nature of travel.

The Graduate Student Support Fund (GSSF) is a benefit to all graduate students, provided by the Graduate Students' Association (GSA) through negotiations for the Collective Agreement covering graduate students assistantships. The Academic Travel Grant (ATG), provided from the GSSF, allows for graduate students to participate in academic activities such as conferences, research trips, and not-for-credit courses. The ATG is not intended to offset the cost of tuition or associated expenses for required courses.

The following personal information is being collected under the authority of Section 13(1) of the Alberta Personal Information Protection Act (PIPA) to assess your application.

If you have any questions contact the GSA Grants Specialist by e-mail at: [gsa.grants@ualberta.ca](mailto:gsa.grants@ualberta.ca) or by phone at: (780) 492-2175.

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The respondent's email (**null**) was recorded on submission of this form.

**\*Required**

1. Email \*

Personal  
Information

NOTE: Please make sure your auto-fill function does not input the wrong information!

2. Student ID Number \*

3. First Name \*

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4. Last Name \*

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5. Date of Birth \*

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*Example: 7 January 2019*

6. U of A Email Address \*

Please use your @[ualberta.ca](mailto:uofalberta.ca) email address.

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### Academic Program Information

7. Degree Program \*

*Mark only one oval.*

- PhD
- Thesis-Based Masters
- Course-Based Masters

8. Department \*

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9. Supervisor/Chair/Delegate Name \*

We will contact this person to confirm that the event is directly related to your current academic program.

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10. Supervisor/Chair/Delegate University of Alberta Email Address \*

Please use their @[ualberta.ca](mailto:ualberta.ca) email address.

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**Academic Event Information**

IMPORTANT: ATG applications can only be submitted no more than six (6) weeks before the academic event (as determined from the date the application is received). Applications received after the academic event has occurred will not be eligible. As indicated above, the ATG is not intended to offset the cost of tuition or associated expenses for required courses. If you have questions about your eligibility, please contact the GSA.

11. Type of Event \*

*Mark only one oval.*

- Conference
- Research Trip
- Other

12. Please specify nature of 'Other' if applicable

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13. Title of Event \*

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14. Location of Event - City \*

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15. Location of Event - Province \*

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16. Start Date of Event \*

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*Example: 7 January 2019*

17. End Date of Event \*

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*Example: 7 January 2019*

**Expenses Related to Academic Event**

Enter 0 (zero) if none for any particular line  
Please use Canadian Dollars

18. Registration Fee \*

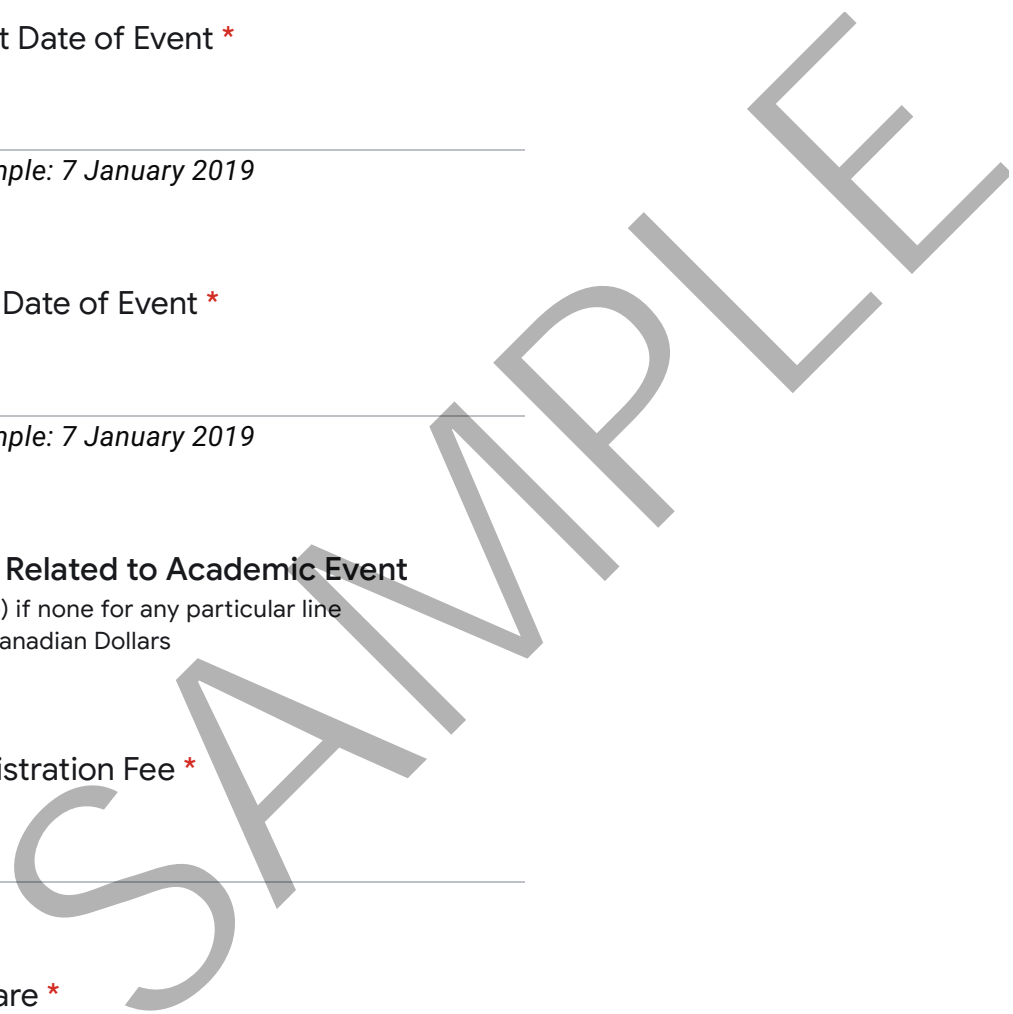
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19. Airfare \*

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20. Ground Transportation \*

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21. Accommodation \*

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22. Meals \*

MAX \$60/Day within Canada and USA; MAX \$85/Day outside Canada and USA.

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23. Other \*

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24. Please specify information entered for 'Other' if applicable

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25. Total Expenses \*

Add together all expenses listed above.

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**Funding for Academic Event**

Please list any funding received for travel and other expenses related to the event. Do not enter funding expected from this application. Enter 0 (zero) if none for any particular line.

26. Funding from Supervisor \*

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27. Funding from Department \*

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28. Funding from Faculty \*

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29. Funding from Other Sources \*

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30. Please specify information entered for 'Other' if applicable

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31. Total Funding \*  
Enter 0 (zero) if none

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**Funding Shortfall**

32. Total Funding Shortfall \*  
Total Expenses minus Total Funding

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### Applicant's Declaration (Please Read Carefully)

By clicking "I Agree" you acknowledge that you have read and accept the Academic Travel Grant Application Policy.

You also declare that the information in this application is accurate and complete, and that you have fully disclosed all sources and amounts of funding. You also agree to contact the GSA if you are unable to attend the event funded by the ATG or if you receive more funding than is required for the trip. You understand that in such circumstances that you may be required to repay any travel funds received. Furthermore, you agree to inform the GSA of any changes to your contact information.

33. \*

*Tick all that apply.*

I Agree

34. Applicant's Name \*

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