

IOF SS travel grant

The IOF Student Society (IOF SS) has established a Graduate Student Travel Grant Fund. The objective of the fund is to support travel to conferences, meetings or workshops.

Award Amount: We have awards valued at **up to \$500 each** to be awarded to two IOF students, as selected by a committee made up of IOF faculty and students.

Eligibility Criteria:

- You are registered full time in the term in which you plan to travel;
- Your supervisor or advisor has signed the travel grant application.

To Apply:

Section A - Personal information (Name, student number, email, degree, supervisor, thesis title) and full disclosure of funding (how much and where from).

Section B - Justification for conference attendance (max. 150 words, brief and to the point). Please include: why this conference/workshop/meeting matters to your current research.

Section C - Brief research abstract (max. 300 words, Times New Roman, point 12). Use of submitted research abstract for conference is permitted.

Application submission:

Fully complete the application and submit it to **Travis Tai** at t.tai@oceans.ubc.ca

Please name your completed application form as: "**LASTFIRSTNAME_IOFSSTravelGrant**".

The application is **due September 7th, 2017** and should be used this calendar year (2017).

Arrangements can be made to use grant in early 2018 if necessary.

Students are reimbursed for expenses upon return from travel. Priority will be given to first time recipients. Applications submitted after travel will not be considered. Only complete applications will be considered.

Claiming Travel Expenses:

Upon return from travel, you must submit a completed and signed travel expense claim form with proof of travel (original boarding passes and receipts).

Cancellations: If you are unable to use the travel grant, please inform us as soon as possible. We will cancel your application and re-establish your eligibility for future consideration.

Reporting requirements:

Awarded students will be required to submit a "postcard from the field" -- a slide including a photo of themselves at the destination/conference and a few sentences describing the experience -- like in a postcard. This material will be shared on the IOF social network.

Questions? Please email: Travis Tai at t.tai@oceans.ubc.ca