



Department of Civil Engineering Graduate Student Travel Assistance Grants



Objective: The Civil Engineering Graduate Student Travel Assistance Grants are funded by the Department of Civil Engineering through scholarship money. These grants are designed to enable students to travel for the purpose of undertaking research, or presenting papers/abstracts/posters at conferences with the objective of fostering scientific exchange, networking with other researchers, and showcasing the talents of McMaster's graduate students.

Eligibility

All full-time Civil Engineering graduate students enrolled in a graduate program leading to a degree. Master's students will be awarded a maximum of one travel grant during their program, while Ph.D. students are eligible for a maximum of two travel grants throughout their program.

Value of Award

A maximum of \$1500 will be awarded each term. The value of each grant may not exceed \$500 or 50% of the total cost of the trip, whichever is less.

Deadline:

Students are encouraged to submit their applications as far in advance of the travel as is possible, but applications will be accepted at any time up to one month after the student returns from the travel.

Evaluation

The Department of Civil Engineering Graduate Affairs Committee will evaluate all eligible applications three times per year, typically once at the end of each term. Applications will be assessed based on the degree to which the grant will enhance the applicant's academic and professional development. If an application is denied funding in one term because insufficient funds are available, that application will be reconsidered in subsequent terms for up to one calendar year from the date the application was submitted.

Conditions:

The grant recipient must submit a report (300-500) words that summarizes the travel experience. This report may be used to promote the Department of Civil Engineering and this grant in future publications.

If the grant is awarded before the travel, the grant must be acknowledged in the student's presentation.

Payment of Funds

Applicants will be notified regarding the status of their application as soon as possible after the Graduate Affairs Committee has evaluated all eligible applications. All grants are tentative pending the submission of the trip report to the Department. After the trip report has been accepted, the Department of Civil Engineering will use the grant money to reimburse documented travel expenses.

**CIVIL ENGINEERING GRADUATE STUDENT TRAVEL ASSISTANCE GRANTS
(PLEASE TYPE in the space provided).**

Name: _____

Student No.: _____

E-Mail: _____

Department: _____

Program/Level: _____

Campus Address: _____ Telephone: _____

Have you received this Department Graduate Student Travel Assistance grant previously?

Yes (if so when _____)

No

Present a Paper

Undertake Research

Present an Abstract/Poster

LOCATION: _____ SPONSORING ORGANIZATION: _____

DATE OF EVENT: _____

If attending a conference:

- A) 1) **Attach proof that your contribution has been accepted. (Note: This may be appended to your application after the deadline.)**
2) **Attach an abstract or other short description of your contribution.**
3) **Indicate how this will benefit your thesis research in the space below**

OR

- B) **If undertaking research, indicate location and dates in the space above and provide a brief description of the work and its contribution to your thesis research in the space below**

No handwritten responses, please. Do not exceed the space below.

BUDGET:

Expenses

Amount

Detail all estimated expenses.

Air Transportation _____

Ground Transportation _____

Registration _____

Accommodation _____

Other, Specify _____

Total Expenses

Funding

List all sources of funding

Requested

Confirmed

Amount

Supervisor's Contribution

What other actions have you taken to secure funding?

Total Amount requesting from the department:
(Amount must not exceed \$500.00 or 50% of trip cost)

Supervisor (please print)

Signature of Supervisor

Date

Signature of Student

Date

Submit completed application to: Department of Civil Engineering, JHE 301 prior to deadline date. Only successful applicants will be notified of their award.