

GREAT
Graduate Research Enhancement and Travel awards
Application and Instructions

1. Graduate travel awards are given to students who will travel to present their research at a scientific conference.
2. The maximum amount of the award is \$750. Priority will be given to students who have not received an award in the past.
3. Applicants must be registered in a M.Sc. or Ph.D. program.
4. Applications must be made prior to submission of the student's initial thesis. However, travel may occur up to submission of the final e-thesis copy. Expense reports need to be filed before or during the final registration term in order to receive the award.
5. Travel awards will not be provided for field work or research constituting normal graduate research activities.
6. Evidence of formal participation is required, e.g. a copy of an email from the conference organizers indicating that your presentation has been accepted.
7. The application must include a budget listing the estimated associated costs (registration, lodging, airfare, etc.)
8. Applications will be accepted on a rolling basis.
9. Applications must be submitted at least one month prior to conference/seminar.
10. The GREAT Award will be processed in the amount of \$750, and will be disbursed into your bank account subsequent to your receiving an email notification approval on the success of your GREAT Award application. Kindly be reminded that within one month of your return, you will be required to submit one of the following:
 - Expense Report ONLY if your supervisor has agreed to cover the conference/seminar expenses beyond the maximum amount allocated from the GREAT Award. In your report, include the \$750 GREAT Award as a 'non-McGill expense' for one or multiple items, and explain you did so in the comment section for each affected item.
 - When an Expense Report is not applicable, you will be required to submit a GREAT Award Expenses Summary, along with original travel receipts.

Please forward a copy of your EXPENSE REPORT, OR THE EXPENSE SUMMARY to Drenusha Myha (email: drenusha.myha@mcgill.ca)

GREAT TRAVEL AWARD APPLICATION

Please provide the requested information and documents. Incomplete applications will not be considered.

Name: _____

ID Number: _____

Name of meeting _____

Location and dates _____

Amount requested (see above) _____

Oral presentation____ OR Poster presentation____

A prior application for this award has been funded Yes No _____

Required documents:

1. A copy of the abstract of your presentation.
2. Evidence that your presentation has been accepted (e.g. email notification from the organizers).
3. A letter from your supervisor confirming your attendance at the meeting and indicating his/her contribution towards the costs.
4. An estimated budget (registration, airfare, lodging, etc.).

Student Signature: _____

Date: _____

Supervisor Name (print): _____

Supervisor Signature: _____

Return application to Drenusha Myha, by e-mail (drenusha.myha@mcgill.ca) as one attachment in a PDF format, or in person (Drenusha is in room N7/4) or by mail to:
Drenusha Myha, Department of Biology, 1205 Avenue Dr. Penfield, Montreal, QC, Canada H3A 1B1

FOR DEPARTMENT USE ONLY

GTC Chair Name (print):

GTC Chair Signature: _____

Date: