



## CRCF Graduate Student Travel Grants Application

The CRCF Graduate Student Travel Grants are competitive grants designed to support graduate student travel expenses for MSW (thesis option) and PhD students, and postdoctoral fellows for the purposes of disseminating research (conference and talk), data collection, and training. Priority will be given to students who are presenting to a conference. The competition runs once a year, with a deadline of **June 1** to support students travelling to a conference in the following 12 months.

*You must apply for the grant prior to traveling.*

CRCF Graduate Student Travel grants will be distributed as an expense reimbursement up to a maximum of \$500. To receive the reimbursement, a student is required to provide an accurate declaration of expenses with original receipts and a written report on the use of the funds. In the event that all funds are not used, the balance will be banked in an account and the funds can be used to reimburse travel for a later trip.

Name of the conference:

Dates of the conference:

## 1 PART A: PERSONAL INFORMATION

Name

Student ID

Student Email

Department:

Current Status:

Full/Part time:    Full time    Part time

One sentence summary of the reason(s) you are applying for a CRCF Graduate Student Travel grant.

Please check off that all the required elements are completed and the appropriate documents are included with the application:

PART A: Personal information

PART B: Applicant statement

PART C: Budget, other sources of funding, and signature

PART D: Supervisor Declaration and signature

Conference or training information (if applicable)

Confirmation of paper acceptance (if applicable)

Evidence of activities to be undertaken (if applicable)

## **2 PART B: APPLICANT STATEMENT**

### **2.1 REASON FOR TRAVEL**

In this section, the applicant is expected to justify the relevance of traveling in order to undertake the specified activity. This can include, but is not restricted to, a demonstration of the rationale and objective(s) of the funding request; a description of the activity for which support is requested; the anticipated outcomes, benefits, and size of the target audience for the funding request.

### **2.2 ACTIONS UNDERTAKEN TO FUND THIS OPPORTUNITY**

In this section, the applicant is expected to indicate if applications to other funds have been made, and in the negative, present an explanation as to why it was not possible or feasible. This can include, but is not restricted to, the presentation of actions undertaken to find relevant sources of funding and the demonstration of ineligibility according to the selection criteria of the potential other funding sources.

Did you apply to others funds?      Yes      No

If Yes, please move to Part C. If the fund has been awarded, please provide details in Part C below.

If No, please explain why you did not or could not apply to other sources of funding:

### 3 PART C: BUDGET DETAIL

#### 3.1 Lodging expenses

# of nights  $\times$  Cost per night in \$ CAD = \$

#### 3.2 Registration expenses

\$

#### 3.3 Subsistence fees

According to McGill standards daily per diem – \$54 in Canada, \$70 outside Canada.

# of days  $\times$  Daily per diem \$ CAD = \$

#### 3.4 Transportation expenses

Car: \$0.55/km  $\times$  km (total distance) = \$

Bus: \$

Flight: \$

Train: \$

### 3.5 Presentation expenses

Photocopies: # of pages  $\times$  Cost per page \$ = \$

Poster fees: \$

**I AGREE TO PROVIDE AN HONEST AND ACCURATE ACCOUNTING OF MY EXPENSES.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 3.6 OTHER SOURCES OF FUNDING (applied for and received)

Grant name:

Amount awarded:

## 4 PART D: SUPERVISOR DECLARATION

Please provide your assessment of the importance of the proposed travel and any details of department or grant travel funds available to the student.

I certify that the above information is true to the best of my knowledge.

I fully endorse the application of the above named student for the CRCF Graduate Student Travel Grants.

Name of supervisor (please print):

Department:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENTS TO INCLUDE:**

Conference training/training information (if applicable)

Confirmation of acceptance (if applicable)

PLEASE KEEP A COPY OF YOUR APPLICATION AND SEND THE ORIGINAL TO:

Biru Zhou, Ph.D.  
Associate Director  
Centre for Research on Children and Families  
Wilson Hall, Room106  
3506 University Street  
Montréal, QC, H3A 2A7

## 5 CRCF Graduate Student Travel Grants Information Sheet

### ELIGIBILITY CRITERIA:

This fund is accessible to graduate students:

- Full or part time Master students (thesis option), PhD. students, or postdoctoral fellow.
- Supervised by a member of the CRCF.
- Priority will be given to applicants presenting their own research/data to a conference.
- The maximum amount granted is \$500.

Nevertheless, priority will be given to students who

- are ineligible to other McGill university travel funds (e.g. because of student status, or the nature of the travel), AND/OR
- have shown efforts in finding appropriate funding for their opportunity by either
  1. finding and applying to complementary sources of funding, or
  2. demonstrating that no other sources of funding exist for their project.

**ELIGIBLE EXPENSES** include travel, food, lodging, conference registration, and research photocopies. It is strongly suggested to share car transportation and/or lodging expenses with other students attending/presenting at the same conference. If sharing of expenses is expected, please submit demands conjointly in order to consider the budget adjustment that will be required.

**DECISIONS CONCERNING THE GRANTS WILL BE MADE WITHIN 3 WEEKS OF THE APPLICATION DEADLINE BY A CRCF COMMITTEE COMPRISED OF A MINIMUM OF 3 MEMBERS.**

### EVALUATION CRITERIA

- Justification of the relevance and necessity for travel.
- Relevance and relation of the project to the CRCF objectives of attending to the needs of children and families.
- Quality of the proposal.

**CRCF GRADUATE STUDENT TRAVEL FUNDS AWARDED WILL BE DIS-  
PERSED AS A REIMBURSEMENT OF EXPENSES. APPLICANTS MUST  
SUBMIT:**

- A completed McGill University Award Certification Form
- A detailed expense report with all expenses listed along with original receipts (NOTE: all receipts must be in the name of the applicant)
- Conference program and/or evidence of the work done
- A written report on the trip, to be submitted within one month after the return, which the CRCF may use in CRCF publications

**TO USE ANY REMAINING MONEY THAT HAS BEEN BANKED FOR  
LATER USE:**

- The travel must be approved in advance by the supervisor.
- The CRCF committee must receive written notification of approval from the supervisor.
- For reimbursement, an additional McGill University Award Certification Form must be submitted with original receipts, an expense report, conference program, and a written report as was required for the initial reimbursement.

**If you have questions, please contact:**

Biru Zhou, Ph.D.  
Associate Director  
Centre for Research on Children and Families  
Wilson Hall, Room106  
3506 University Street  
Montréal, QC, H3A 2A7  
biru.zhou[at]mcgill.ca

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