Terms of Reference for the Queen's Faculty of Engineering
Graduate Student Conference Travel Awards (GSCTA)

Last updated October 24, 2023.

Objective: Queen's Engineering will increase opportunities for graduate students to share their research with the scientific community at national and international conferences.

Eligibility rules:

- Full-time, funding-eligible[1] MASc and PhD students registered in the five Engineering departments (Chemical, Civil, Electrical and Computer, Mechanical and Materials and Mining Engineering) at the time of travel are eligible to apply.
- The student must be the first author on the publication and the presenter (preferably oral) at a highly regarded national or international conference. The student does not have to be accepted yet by the conference when they submit the GSCTA application, but payout of the award will require proof of acceptance as poster or oral presenter.
- The presented research must be part of their graduate research thesis here.
- The student's supervisor must have their primary faculty appointment in one of the five engineering departments (tenured or tenure-track).
- Each student can submit no more than 1 application this fiscal year
- Students cannot receive both a Conference Travel Award and a Research Travel Award from the Faculty of Engineering this fiscal year
- The conference trip has to start on or after May 1, 2023 and end on or before March 15, 2024.
- Eligible costs include travel, accommodation, and conference registration fees of the student if and only **if the student is accepted as presenter (poster or oral)** and completes travel to this conference before March 15, 2024. All expenses have to comply with the [Queen's travel and expense reimbursement policy.](#)

Only a limited number of awards will be made, selected as described below.

Award amount: Up to $1,000 for conferences located in Canada and up to $2,500 for conferences located abroad, as reimbursement for eligible trip expenses of the student to

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[1] "Funding eligibility" is defined as follows for the purpose of this award program: full-time MASc students in years 1-3, or full-time doctoral students in years 1-5 as of the application date. Part-time, or self-funded, partially funded, or externally funded students are not eligible. The funding eligibility period is extended by the duration of any medical and/or parental leaves a student has taken during the funding eligibility period. Students who are funding eligible at the application deadline, and who are still registered at the time of the travel are also eligible even if they are outside of the funding eligibility period at the time of the travel.

the conference indicated in their application. Reimbursement requests have to be submitted by April 1, 2024.

Number of awards: The Faculty of Engineering expects to award 20 GSCTAs for international (located abroad) conferences and 30 GSCTAs for national (located in Canada) conferences this fiscal year. 67% of the awards will be allocated to applications submitted for the first deadline and 33% for the second deadline.

Selection process: In order to eliminate work associated with writing and evaluating applications, the Faculty will **randomly pick** the recipients of international conference travel awards and the recipients of national conference travel awards from the graduate student applications received for the respective type of award[2]. If a student who received a conference travel award is not accepted for presentation at the targeted conference, or is unable to travel to the conference for any other reason, then they should inform FEAS.ResearchAdmin@queensu.ca at the earliest possible time. They will be given one chance to use the award for a different conference that fulfils all eligibility criteria, otherwise the award will be reallocated to a different graduate student applicant, randomly picked in a similar manner. **It is not possible to defer the use of a GSCTA to the next fiscal year.**

How to Apply:

- All forms can be found on the Faculty of Engineering Student Research Awards webpage
- The supervisor signs a completed supervisor consent form if they approve of the conference travel plans
- The graduate student completes a simple online application form and uploads the signed supervisor consent form
- The online application form has to be submitted by the deadline.

Deadlines: There will be two deadlines this fiscal year:

- **July 10,** 2023 at 11:45 PM
- **November 30**, 2023 at 11:45 PM

Payout: The awards will be paid out as reimbursement to a research account of the supervisor from which the eligible expenses of the graduate student's trip were paid.

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[2] The selection will use a random number generator to pick the recipients from a numbered list of the international and national conference travel award applicants, respectively.

Award payout requests should be emailed to FEAS.ResearchAdmin@queensu.ca **before April 1, 2024**, accompanied by the following documentation:

- Acceptance notification by the conference that lists the student as presenter (include as attachment)
- As text in the email, brief confirmation by the supervisor that the student traveled to the conference and presented in person
- PeopleSoft project number for reimbursement
- A brief list of the eligible expenses for which reimbursement is requested.