

Conference Travel Fund

Purpose:

The purpose of the Political Science Conference Travel Fund is to assist graduate students with funding to attend scholarly conferences to present their own work.

Eligibility and Selection Criteria

Doctoral students who have entered candidacy, i.e. completed exams and defended prospectus, are eligible for **up to \$1000 per calendar year**, subject to available funds. Funds will be granted to attend an approved professional conference at which the student is presenting a paper. Graduate student conferences are not eligible. Please note: UBC's [Graduate Student Travel Fund](#) also contributes to conference travel expenses for both MA and PhD students.

In allocating funds, the Department will apply the following criteria:

1. Applicant must have entered candidacy (completed required courses and comprehensive exams, defended prospectus).
2. Priority will be given to students who have not previously received conference travel funding.
3. Priority will be given to students entering the job market within the next year.
4. Students may only receive Departmental funding to attend a conference at which they are presenting their own research (which may be collaborative with a faculty member or others) and appear on the conference program.
5. Before submitting an application, each applicant **must first ask their dissertation supervisor** if the supervisor has grant funds available or earmarked for student conference travel. Applications will only be accepted from students whose supervisors cannot fully fund their conference travel.
6. Eligible expenses include travel, conference registration, and accommodation. Funding is not available for photocopy/fax, courier, stationary, office supplies, and other related expenses.

Note: Applicants should consult with their dissertation supervisor **before submitting a proposal to conference organizers**, in order to determine well in advance whether or not the proposed conference participation is appropriate for the student's stage of research.

Application process

There are two application deadlines each year, April 30 and Nov. 30 (or the business day following these dates). Students planning to attend a conference between March 1 and September 30 inclusive should apply in the November 30th competition of the preceding year. Students planning to attend a conference between October 1 and February 28 inclusive should apply in the April 30th competition of the same year.

Applicants should submit a completed application form and required attachments by email to Josephine Calazan (josephine.calazan@ubc.ca) by the relevant deadline. The two required attachments are:

- 1) A one-paragraph abstract of the paper that they plan to present at the conference
- 2) Evidence that the paper has been accepted for presentation

Note that two questions on the application form must be completed **by the supervisor**, and the application must be **signed by the supervisor**.

Only complete applications will be considered.

Other procedures

- 1) For all students receiving funding from the Department for a conference presentation, the student's supervisory committee is expected to organize and attend a session *prior* to the conference at which they listen to a practice presentation and provide feedback. This will help ensure that funds are well spent: that students are well prepared for the conference that we are supporting them to attend and that they represent themselves and the Department well.
- 2) Students are encouraged to prepare a draft of their paper well in advance of the conference and to seek feedback on the paper from students and faculty at UBC, including at a Departmental field colloquium or workshop.
- 3) Travel Arrangements must be booked in compliance with the UBC Policy #83 – Travel and Related Expenses (<http://www.universitycounsel.ubc.ca/policies/policy83.pdf>).
- 4) The applicant must account for his/her expenses after the trip by submitting a Travel Summary form with the original receipts to the Department Administrative Manager.