



University of Toronto Graduate Students' Union 2018-2019 Conference Bursary Eligibility Information and Application Instructions

Overview of UTGSU Conference Bursary

The UTGSU Conference Bursary was created in 2016 to financially assist UTGSU Members attending and/or presenting at academic conferences. The amount of a single bursary is \$250, regardless of conference location or estimated expenses. A total of 120 bursaries are distributed each year, corresponding to 40 bursaries per each of the UTGSU's three (3) Conference Bursary Cycles: Fall Cycle, Spring Cycle, and Summer Cycle. All successful applicants to the UTGSU Conference Bursary are selected by the UTGSU Finance Committee using a random lottery system. For each Cycle, 50% of all bursaries are awarded to applicants in the funded cohort (i.e., those applicants who receive a base funding package) and the remaining 50% are awarded to applicants in the unfunded cohort (i.e., those applications who do not receive a base funding package). In addition, an equal number of bursaries are awarded to applicants across all four School of Graduate Studies (SGS) Academic Divisions: Humanities, Social Sciences, Physical Sciences, and Life Sciences. More information can be found on the UTGSU website at <https://www.utgsu.ca/funding/conference-bursary/>.

Application Eligibility

All applicants to the UTGSU Conference Bursary must meet the following eligibility criteria:

- 1) The applicant is a UTGSU Member at the time of application
- 2) The applicant has not already received a UTGSU Conference Bursary within the current Academic Year
- 3) The start date of the conference for which the bursary would apply to is within the time period specified for each respective Conference Bursary Cycle (see below)
- 4) The conference specified in the application has yet to be attended at the time of application

Conference Eligibility

There are three (3) Conference Bursary Cycles: the Fall Conference Bursary Cycle, the Spring Conference Bursary Cycle, and the Summer Conference Bursary Cycle. The eligibility of a UTGSU Conference Bursary to be applied to a specific conference is determined by that conference's start date. If the conference specified in a UTGSU Conference Bursary application falls outside of the time period specific to a Conference Bursary Cycle, then that application will be disqualified from the respective Conference Bursary Cycle. The eligible time periods for conference start dates specific to each Conference Bursary Cycle are given below:

Fall Cycle: Conferences which have start dates on or between December 1st, 2018 and March 31st, 2019

Spring Cycle: Conferences which have start dates on or between April 1st, 2019 and July 31st, 2019

Summer Cycle: Conferences which have start dates on or between August 1st, 2019 and November 30th, 2019



Application Instructions and Form

Applications to each of the three (3) UTGSU Conference Bursary Cycles are conducted over a two (2) week application period as per below:

Fall Cycle: Applications open on November 1st, 2018 and close on November 15th, 2018

Spring Cycle: Applications open on March 1st, 2019 and close on March 15th, 2019

Summer Cycle: Applications open on July 1st, 2019 and close on July 15th, 2019

Applications are completed and submitted using an online application form. This application form can be found at the following link: <https://goo.gl/forms/n7nk4VHWr9VvL0M03>

Please also note that only one application is permitted per applicant.

Selection of Successful Applicants

All successful applicants to the UTGSU Conference Bursary are selected by the UTGSU Finance Committee using a random lottery system. The amount of a single bursary is \$250, regardless of conference location or estimated expenses. A total of forty (40) successful applicants will be selected during each Conference Bursary Cycle. For each Cycle, 50% of all bursaries are awarded to applicants in the funded cohort (i.e., those applicants who receive a base funding package) and the remaining 50% are awarded to applicants in the unfunded cohort (i.e., those applications who do not receive a base funding package). In addition, an equal number of bursaries are awarded to applicants across all four School of Graduate Studies (SGS) Academic Divisions: Humanities, Social Sciences, Physical Sciences, and Life Sciences.

Prior to selection, the information on all applications is reviewed for accuracy and eligibility. If at any time during the application process an applicant has been discovered to have provided inaccurate or dishonest information, the UTGSU Finance Committee reserves the right to disqualify the applicant from the current and further Cycles of the UTGSU Conference Bursary.

Release of Funds

All successful applicants to the UTGSU Conference Bursary are required to submit proof of conference attendance and supporting documents before funds can be released. Proof of conference attendance and all supporting documents must include the following:

1. Conference Program (relevant sections with the applicant's name and/or abstract highlighted if the applicant presented at the conference)
2. Receipt of attendance, signed by a conference organizer
3. Travel tickets and receipts (e.g., car rental, train, flight, etc.)
4. Accommodation receipts (e.g., hotel, hostel, AirBnB, etc.)



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5. Conference fee receipt
6. Other (at the discretion of the UTGSU Finance Committee)

Further instructions, including the deadline to submit proof of conference attendance and supporting documents, will be communicated to each successful applicant after they have accepted an awarded UTGSU Conference Bursary.

All funds will be released in the form of a cheque. Please note that the UTGSU cannot guarantee the replacement of lost or stolen cheques.

Contact Information and Accessibility

If you require accessibility accommodations or have any questions related to the UTGSU Conference Bursary, please email the UTGSU Finance Commissioner at finance@utgsu.ca.