

APPLICATION FORMS FROM A PREVIOUS COMPETITION WILL NOT BE ACCEPTED.
READ ALL THE INFORMATION ON THE SECOND PAGE BEFORE COMPLETING THE APPLICATION.

YORK UNIVERSITY
FACULTY OF GRADUATE STUDIES

Fall'08

Graduate Development Fund (for student travel) Application

NOTE: This fund covers partial transportation costs to events where students will be presenting their scholarly or creative work.
Before filling in this application, read carefully the information on the second page

PRINT CLEARLY. COMPLETE EVERY FIELD--INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

SEE SECOND PAGE FOR DUE DATES

HAND DELIVER COMPLETED APPLICATIONS TO: FGS, 283 YORK LANES by 4:30pm on Oct 10th, 2008

STUDENT NUMBER _____
Mailing Address _____
Last Name _____
Graduate Programme _____

E-MAIL ADDRESS: _____
(Must provide a York University email address)
Phone Number: _____
First Name _____
Date of Application _____

Status (Check one) Master's FT Master's PT Doctoral FT Doctoral PT
Application type (Check one; see procedures on 2nd pg.): Single Applicant Joint (with _____) Group

DETAILS OF EVENT

Name of Event _____
Title of Your Presentation _____
Nature of Your Presentation (e.g., paper, exhibition, poster presentation) _____
Host Institution/Organization for the Event _____
Date(s) of Event: **From** Month _____ Day ____ Year _____ **to** Month _____ Day ____ Year _____
Destination of Event _____
If you are being paid any fee or honorarium, provide details _____

Is this a joint presentation? Yes No Name(s) of Student Co-presenter(s) _____

Required Documentation: Check the appropriate box and attach the required documentation

- 1) Call for papers (*for work that has yet to be presented*)
 Proof of acceptance is attached **OR** I confirm that proof of acceptance of my paper will be submitted upon receipt
- 2) Copy of the page from the program announcing your session/exhibition (*for work that has been presented*)

AMOUNT REQUESTED (DO NOT INCLUDE COSTS OTHER THAN TRANSPORTATION COSTS)

Mode of transportation (e.g., air, bus, train, boat, car) _____

What is the estimated cost of the least expensive, yet most reasonable, mode of transportation? (in Canadian dollars) \$ _____

If travelling by car, provide the names of any York University graduate student passengers _____

I have read the entire application package, including the second page, and confirm that all required documentation has been included and that I am submitting a complete application package.

Student's Signature _____

TO BE COMPLETED BY SUPERVISOR (OR GRADUATE PROGRAM DIRECTOR ONLY IF SUPERVISOR IS UNAVAILABLE)

Indicate: a) alternative/additional funding available to the student, if any; and b) the nature and importance of the student's participation in the event. By signing, you are confirming that the information provided by the student is correct, and that she/he, in fact, is presenting or has presented her/his work and that you have included the required comments

Name of Supervisor (please print)

Date

Supervisor's Signature

Graduate Development Fund (for student travel) Information

PURPOSE OF THE GDF: Objective 34 of the York University Academic Plan (1990) states that “the University must recognize the value of graduate students’ scholarly development and act to increase the amount made available to support this activity.” The Graduate Development Fund helps subsidize students’ transportation costs to a recognized academic event where they are presenting their scholarly or creative work. The Fund will not support travel to a commercial or remunerated event. It does NOT cover taxis, conference fees, hotels, associated research costs, etc.

Eligible Presentation/Exhibition Dates – applies to both of the GDF Competitions (Spring and Fall)	Competition	Deadline (for receipt in FGS, York Lanes Suite 283)
<ul style="list-style-type: none"> ▪ presentations/exhibitions <u>already made/completed</u> that fall <u>within the 6 months prior to the GDF competition deadline</u> ▪ proposals for presentations/exhibitions <u>not yet made/completed</u> that fall <u>within the 6 months after the GDF competition deadline</u> 	<i>Spring</i>	No later than 4:30 p.m., April 7 th , 2008
	<i>Fall</i>	No later than 4:30 p.m., October 10 or, if October 10 falls on a weekend or holiday, the next business day

NOTE: Application forms from a previous competition will NOT be accepted.

PROCEDURES:

1. **Maximum number of applications per competition:** Students are advised that regardless of conference dates, the maximum number of awards that will be funded in the fiscal year (May 1 to April 30) is two and normally the maximum total funding for any award or combination of awards in any fiscal year will not exceed \$500.
2. **Incomplete applications:** Fully complete the application form. Incomplete applications will not be considered. Incomplete applications include both those in which any of the fields on the application form are not complete and those that do not attach the required documentation. If a field does not apply, indicate by marking N/A.
3. **Documentation:** Attach a copy of the call for papers and proof of acceptance (*for work that is yet to be presented/exhibited*). If proof of acceptance is not available when the application is submitted, you must provide proof immediately upon acceptance. Indicate that proof of acceptance will be submitted at a later date; failure to indicate this will result in an incomplete application. *For work already presented include the program announcing your session/exhibition.*
4. **Delivery of applications:** Completed applications should be hand delivered to the Faculty of Graduate Studies. Although the Faculty of Graduate Studies will accept applications delivered by other means, it will not take responsibility for the non-receipt of such applications.
5. **Student status:** Students must be registered as York University graduate students on the date of the presentation. Notification of the award will be sent to your York University e-mail account.
6. **Joint Applications:** Unless the Committee is persuaded otherwise, if two or more students are collaborating on a joint presentation, there will be one standard amount awarded per presentation. If two or more students are sharing a car to go to a conference, only one joint application should be submitted, and only one award will be made (to be divided between the applicants where appropriate).
7. **Group Applications:** Group applications (e.g., by a large number of students, under the same supervisor, travelling to the same event) will be considered on a case by case basis.
8. **Late Applications:** Late applications will not be accepted under any circumstances.

ADJUDICATION PROCESS: Award recommendations are made, in accordance with standard amounts depending on destination, by a subcommittee of the Awards Committee of the Faculty of Graduate Studies. This subcommittee consists of: a) a faculty member from the Awards Committee, b) the Associate Dean for Student Affairs, c) the Secretary to the Committee. Normally, no more than 5/8 of the funds available during a given fiscal year will be distributed in the Spring competition; the remainder, in the Fall.

MAXIMUM FUNDING AVAILABLE: Normally, no award, or combination of awards, will exceed a total of \$500 across any fiscal year (May 1 to April 30). Generally, all recipients will be awarded only a part of the least expensive, yet most reasonable, mode of transportation. Due to the large number of applicants and the limited capacity of the fund, applicants usually receive only part of their actual travel costs. *The precise amount of each award is unpredictable as the number of applicants change with each competition.* Generally, however, students presenting papers in Ottawa will receive \$60 towards a student rate bus fare. Travelers to Quebec City may expect a \$100 train fare; flights inside North America, up to \$300; and abroad, up to a maximum of \$500.

NOTIFICATION PROCEDURES: Students will be notified via their York University e-mail whether or not they have received an award. If you are successful, the GDF funds awarded will be deposited to your student account.

WHAT CONSTITUTES AN INCOMPLETE APPLICATION?

- Any spaces on the form left blank
- A mailing address that is not complete (e.g., Postal code not included)
- Call for papers, proof of paper acceptance or programme not included where required
- A missing signature
- Comments from the supervisor/GPD not included

FOR ADDITIONAL INFORMATION, CONTACT:

Faculty of Graduate Studies, Rm. 283 York Lanes Tel:(416) 736-2100 ext 60468 gsawards@yorku.ca