**Master of Education Conference Travel Grant Application**

The Faculty of Education, through StFX Online, provides funds to support graduate (MEd) students to attend conferences to present their research. These funds are limited, and the MEd Steering Committee will use the following guidelines and procedures to determine who will receive support and the amount of support that will be given. It is anticipated that no student will receive full funding and that the amount awarded will begin at $500 and not exceed $1500, depending on the funds available in any given year. Priority will be given to:

* Full-time graduate students,
* Graduate students presenting their research or research with a Faculty of Education faculty member,
* Graduate students working as Research Assistants with their supervisors, and
* Graduate students attending national and international academic conferences.

Applications will be accepted:

* March 15, for conference travel between April and September, and
* September 15, for conference travel between October and March.

A letter of support from the student’s supervisor/advisor and evidence of acceptance as a conference presenter must be provided.

Adjudication by the MEd Steering Committee will consider the proposal letter, support letter from a faculty member, the relevance of the conference to the MEd program, and the student’s research interests.

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| **STUDENT INFORMATION** |

Student Name:

Student ID#:

Supervisor/Advisor:

Date of Application:

Enrollment Status:

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| **CONFERENCE/TRAVEL INFORMATION (attach conference information)** |

Name of Conference:

Conference Location:

Date of Conference:

Please explain the nature of the conference, the presentation that you plan to make, and why you believe your attendance at the conference supports your program of studies.  Ask your supervisor/advisor to write a letter of support. Students are required to pay for travel costs and submit for reimbursement after the travel is completed. A Travel Claim (found here: <https://www.stfx.ca/financial-services/forms-guidelines>) must be filled out and submitted for reimbursement of approved amount. Note: Boarding passes and receipts are required.

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| **EXPENSES (anticipated)** |

Airfare: $

Hotel: $

Mileage: $

Car Rental $

Other (e.g., taxi, parking): $

Meals: $

Registration: $

**TOTAL $**