

SAPL Conference and Event Travel Award – Terms of Reference

This award is provided to help defray travel expenses to students who are presenting their work in person at a conference or other scholarly event. Student work in this context includes conference papers or posters; creative work installations, exhibitions, and openings; workshops or seminars related to research or professional development; and other scholarly travel as approved by the SAPL Awards Committee.

Eligibility: Open to all SAPL students in good standing, registered as students at the time of travel. Students may receive this Award multiple times. In each bi-annual competition, priority will be given first to students who have never received an SAPL Travel Award; second to students who have not received an SAPL Travel Award in the previous year; and finally to all other applicants.

Timing: Deadlines for submission of application form are April 15 and October 15. Should the deadline fall on a weekend or holiday, applications will be due the next business day.

Maximum Value:

- \$750 for travel in Western Canada (BC, Alberta, Saskatchewan, Manitoba)
- \$1000 for travel in Ontario, Quebec, Nova Scotia, New Brunswick
- \$1500 for travel in the rest of Canada, and the United States
- \$2000 for travel outside of North America

You are not guaranteed to receive the maximum allocation for a particular application. Multiple students may be funded in each application cycle.

Application process:

- Application form
- Acceptance into the conference/exhibition (This may be forwarded after the application deadline).
- Receipts you already have

Assemble above items in a single pdf or Word document and name:

Last name_SAPL Conference and Event Travel Award

Application materials to be submitted to awards@sapl.ucalgary.ca

Eligible expenses: Airline, bus, taxi, ferry, fuel and mileage, or other transportation costs; hotel or other accommodations; conference or event fees; others as approved by the Awards Committee.

Notes:

Students may apply for this Award prior to receiving confirmation of acceptance. *Students may apply for this Award retroactively for travel conducted as far back as the previous SAPL Travel Award deadline.*

No funds will be disbursed prior to travel. No funds will be disbursed without evidence of travel (hotel receipts, conference registration, airline tickets and boarding passes, etc.) submitted to awards@sapl.ucalgary.ca following the trip.

If the travel amount is less than the amount awarded, students will not receive the extra funds over the cost of travel expenses.

Notification: Successful applicants for this Award will be notified by email within 4 weeks of the application deadline.