



UNIVERSITY OF
CALGARY

SAPL Research Expenses Award – Terms of Reference

This award is provided to help defray travel, equipment, and other expenses related to thesis research of SAPL students, as approved by the SAPL Awards Committee.

Eligibility: Open to all current MEdes and PhD students in SAPL, who are in good standing at the stage of thesis research. Normally, this Award is limited to MEdes students who will be in their second year when the funds are used and disbursed; and PhD students who have completed their candidacy requirements, but are not beyond their fifth year in the program when the funds are used and disbursed.

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

Maximum Value: \$5,000

You are not guaranteed to receive the maximum allocation for a particular application. Multiple awards may be given out each application cycle.

Application process:

Application form and supporting documentation to be submitted to awards@sapl.ucalgary.ca

Applications must include:

- 1) Application form
- 2) A one (1) page description of the thesis or dissertation, which should include brief background, scholarly context, research questions and objectives, and methods;
- 3) A one (1) page work plan and budget justification, with itemized budget;

Assemble items 1-3 in a single pdf or Word document and name:

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- 4) Letter of support from the student's supervisor, which must address the student's work plan and budget justification, in addition to the student's readiness to pursue the research.

Letter of support must be submitted by the supervisor directly to awards@sapl.ucalgary.ca

Eligible Expenses:

Eligible expenses for travel. Airline, bus, taxi, ferry, vehicle rental, and fuel, or other transportation costs; hotel or other accommodations; other travel expenses as justified by the proposal and budget and approved by the Awards Committee.

Eligible expenses for equipment. Hardware; software; instruments or lab apparatus; audiovisual devices; and other equipment as justified by the proposal and budget and approved by the Awards Committee.

Eligible expenses, other. Conference or workshop fees; survey and interview costs; honouraria for participants in a study; and other expenses as justified by the proposal and budget and approved by the Awards Committee.

Notes:

Students may NOT apply retroactively for this Award to cover travel or other research expenses incurred previously.

No funds will be disbursed prior to travel or purchase of equipment. No funds will be disbursed without evidence of travel (hotel receipts, conference registration, airline tickets and boarding passes, etc.) or purchase of item. Receipts must be submitted to awards@sapl.ucalgary.ca after they are incurred.

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

Receipts for all expenses must be submitted by February 28th of the year following the award date or you will forfeit the award. In the case of forfeit, you may re-apply for the award, however, there is no guarantee of renewed approval.

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