

Use this form to:

- Apply for the Graduate Studies Research Travel Assistantship.

Instructions:

1. Student completes sections 1-2 and forwards to supervisor.
2. Supervisor completes section 3 and submits to the [Department Graduate Co-ordinator](#).
3. [Department Graduate Co-ordinator](#) arranges for completion of section 4 and submits the form to the Faculty Administrative Assistant in the appropriate Faculty Graduate Office.
4. Faculty Administrative Assistant arranges for completion of section 5 and submits the form to the [Co-ordinator, Graduate Financial Aid and Awards](#) in Graduate Studies and Postdoctoral Affairs (GSPA).

Note: Decisions will be made by GSPA within 1-2 weeks after each application deadline and will be based on the date received by GSPA. Applications received after each application deadline may be approved subject to availability of funds.

Deadlines:

- fall term travel – August 1
- winter term travel – December 1
- spring term travel – April 1

For information including eligibility, review the [Graduate Studies Research Travel Assistantship application form web page](#).

Section 1: Student information

University of Waterloo student identification number _____ Program level: master's doctoral
Last name _____ First name _____
Faculty (e.g. Arts) _____ Campus Email _____
Department/School (e.g. History) _____

Section 2: Conference details and student declaration approval

Name of conference _____ Location of conference _____
Dates of travel from (dd/mm/yy) _____ to (dd/mm/yy) _____ Total estimated expenses: \$ _____

I have read and understand all of the Research Travel Assistantship guidelines explained on the [Graduate Studies Research Travel Assistantship webpage](#).

Student signature: _____ Date (dd/mm/yy): _____

Section 3: Supervisor approval and reserved funds

I confirm that the conference that this student is applying to receive travel funding for is of direct benefit to a University of Waterloo research program, and is in compliance with the guidelines explained on the [Graduate Studies Research Travel Assistantship webpage](#), which I have read.

Supervisor name: _____ Date (dd/mm/yy): _____

Supervisor signature: _____ Supervisor reserved funds: \$ _____

If no supervisor funding will be reserved, provide reason: _____

Section 4: Departmental reserved funds

Departmental signee name: _____ Date (dd/mm/yy): _____

Departmental signature: _____ Department/school reserved funds: \$ _____

If no departmental funding will be reserved, provide reason: _____

Section 5: Faculty reserved funds

Faculty signee name: _____ Date (dd/mm/yy): _____

Faculty signature: _____ Faculty reserved funds: \$ _____

If no Faculty funding will be reserved, provide reason: _____

Section 6: GSPA/GSEF reserved funds

GSPA signee name: _____ Date (dd/mm/yy): _____

GSPA signature: _____ Expiry date: _____

Approved (*up to maximum of \$500 from GSPA/GSEF provided funds are also contributed by either supervisor/dept/Faculty*)

Declined: No funds remaining for travel term Other: _____