



BALSILLIE SCHOOL
OF INTERNATIONAL AFFAIRS

Conference Travel Support Application Form

Applications are invited for grants to support travel to academic conferences. Evaluation of the applications will be based on all of the following criteria:

- a. Proof that the paper has been accepted for presentation at an academic conference;
- b. The paper being presented draws on the student's MA or PhD research;
- c. The student is in good standing in their program. That is, the student earned at least A- or 80% GPA in their last term of study; and, in the case of doctoral candidates, all relevant milestones have been successfully completed in a timely manner (e.g. courses, comprehensive exams, dissertation proposal);
- d. The student has completed all relevant university protocols for research (e.g. Office of Research Ethics) and travel (e.g. UW International or Laurier International);
- e. The completion of a carbon budget (see instructions below).

Eligible expenses include registration, travel, accommodations and food. Students may ask for up to \$1,500 in support. Normally, students may make one request for funds per fiscal year. Subject to the availability of funds, there may be an opportunity for students to make a second request for funds in a fiscal year; however, priority will be given to students who have not yet received conference travel support. Students may seek additional funding at any time for participation in remote/virtual conferences.

Travel expenses will be reimbursed after the conference. Expense claims must be submitted to Joanne Weston within 30 days after returning from the conference. Funds must be spent in the fiscal year in which they are allocated (May 1 to April 30). If you have any questions about eligible expenses, please reach out to Joanne Weston before you travel.

Additional funding

Students may receive an additional \$250 for writing a blog post related their travel for the "Dispatches from the Field" series. Posts should be 500 to 750 words in length, and may focus on a range of subjects, such as highlights of the conference, or the challenges associated with conducting field work. **BSIA Students must indicate in their application for funding that they intend to write the blog post.** Submissions should avoid jargon and use plain language and may be copy-edited for clarity. Submissions may be rejected

by the Balsillie School of International Affairs if deemed to be inappropriate for reasons such as but not limited to libel, slander, defamation, breach of privacy, or breach of any human rights code or legislation.

Posts are due within **30 days** of the end date of the travel. BSIA reserves the right not to accept posts submitted after the deadline.

Carbon Budgeting

The Balsillie School's Net Zero Plan (<https://www.balsillieschool.ca/the-bsia-releases-its-net-zero-greenhouse-gas-emissions-plan-and-joins-the-race-to-zero/>) commits the School to requiring that applicants for travel funding use a School-approved framework to generate a 'carbon budget' of emissions associated with the proposal, and that they explain why these emissions are necessary in order to achieve the objectives of the application/project. Just as the School has a limited amount of money available to fund research and events, so the world has a limited 'carbon budget' of possible emissions before hitting 1.5 or 2 degrees Celsius of warming beyond pre-industrial levels and, according to the scientific consensus, facing catastrophic consequences. This form thus asks you to justify using some of that carbon budget for your project.

Please do the following to create your carbon budget:

1. List all planned travel for which you are requesting funding. For each distinct trip (by person/mode), please provide the traveler's name (or a description of their role in the project), the mode of transportation, and the start and end points of the trip with any anticipated layovers.
2. Using the Balsillie School's framework for estimating greenhouse gas emissions (developed in conjunction with Sustainable Waterloo Region), estimate the GHG emissions associated with each trip.

Please use the following link when calculating emissions:

<https://www.carbonfootprint.com/calculator.aspx>

In filling out the information for points 1 and 2, please use the following table (examples provided for your reference):

Person's Name	Mode of Transportation	One-way or Return?	Start Point	End Point	Anticipated Layovers	Estimated Emissions
[participant A]	Taxi	Return	Waterloo, ON (home)	Pearson Airport	n/a	0.02 tCO ₂ e

[participant A]	Air (economy)	Return	Toronto YYZ	San Francisco SFO	Chicago ORD	1.02 tCO ₂ e
Project Research Assistant	Train (Via Rail)	Return	Kitchener, ON	Ottawa, ON	Toronto (change trains)	0.01 tCO ₂ e

3. Explain the benefits that you anticipate will result from your attendance at the conference, and the reasons that they justify the emissions. In doing so, please consider possible alternative, less carbon-intensive ways of achieving the project's goals (meeting online, traveling by train rather than plane to Montreal or Ottawa, etc.) and explain why you have chosen them. If the conference is offering remote participation, explain why it is necessary for you to attend the event in person.

This process is not meant to discourage you from applying for BSIA funding for travel to attend academic conferences. As the Net Zero Plan says, the BSIA, to meet its core goals, "will for the moment need to continue funding some quite carbon-intense activities (such as flying, where appropriate)." Rather, the process seeks both to make you aware of the GHG emissions associated with your project and to ask you to justify them. In awarding funding, the School will look more favourably on proposals that contribute to graduate student career development, and/or that could not obviously achieve their goals in significantly less carbon-intensive ways.

As points of reference: the average person in Bangladesh emits 0.47 tCO₂e per year, the global average is 4.79 tCO₂e, and the Canadian average is 18.58 tCO₂e.