

**Department of Language and Literacy Education (LLED) Graduate Student Travel Grant**

**2014-15 Academic Year**

Deadline for Application: Monday, February 2, 2015 by 4pm

**OVERVIEW**:

In an effort to support LLED graduate students’ development of scholarly profiles, the Department provides a limited amount of travel funding annually for students to present at local, national or international conferences. Conferences for which funding is sought should take place while applicants are students, or no later than 6 months after their graduation.

**DETAILS & ELIGIBILITY**:

As limited funds are available each year, LLED MA, MEd and PhD students are eligible to apply ***once per degree*** for this travel grant. Funds will be awarded based on the number of qualified applications received. If the annual allocation exceeds the total amount requested, extra funds will be distributed amongst successful applicants. The Graduate Student Travel fund for the 2014-15 year is: $3000.

Students must be representing LLED, presenting or co-presenting (paper, poster, or symposium), and must not be enrolled in a graduate program elsewhere. The travel grant can be used in conjunction with other travel support (Ritsumeikan, the Faculty of Graduate and Post-Doctoral Studies, the Office of Graduate Programs and Research, for example).

*\*Please note: this fund is to reimburse travel already incurred for costs associated with accommodation, meals, registration and travel. Original receipts are required.*

**APPLICATION**:

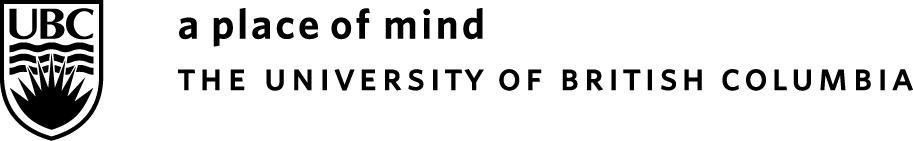
Please complete the application form below, attach an abstract, and confirmation of acceptance to the conference. Submit all documents electronically to **Laurie Reynolds** at [laurie.reynolds@ubc.ca](mailto:laurie.reynolds@ubc.ca) by the deadline indicated above. Please also indicate if you have received, or are expecting to receive, any other sources of funding for this conference.

For students ***not*** graduating during the 2014-15 year, the award covers travel between: March 15 of the previous year and March 31 of the current year (e.g., March 15, 2014 to March 31, 2015).

For students who ***have*** graduated during the 2014-15 year (e.g., March 15, 2014 to March 31, 2015):

the award covers travel during the fiscal year, and up to six months after graduation.

Students will be notified via email if their application has been successful, upon which time the original receipts and documentation will be required for submission and reimbursement.



**LLED Graduate Student Travel Grant**

**Application Form**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student’s Last Name** | **Student’s First Name** | | | | | **Student Number** |
| **Degree** | | | **Expected Graduation Date** | | | |
| **Mailing Address (street, city, province, postal code)** | | | | | | |
| **Student’s Email** | | | | | | |
| **Conference Name** | | | | | | |
| **Conference Date** | | | **Conference Location (City, Province/State, Country)** | | | |
| **Name of paper / workshop / poster session** | | | | | | |
| **Budget**  **Transportation (airfare, booking fees, $**  **etc.)**  **Accommodation $ Conference registration $ Meals $ Incidental travel expenses $** | | | | **I enclose:**    **abstract of paper**   ***or* outline of poster**  ***or* outline of workshop**   **email / letter of invitation confirming**    **presentation at a scholarly** | | |
| **Have you received or are you expecting to receive any other sources of funding for this conference?**  **(Ritsumeikan included) Yes □ No □**  **Please list any other funding received or expected:** | | | | | | |
| **RECEIVING OTHER AWARDS OR SUPPORT DOES NOT EXCLUDE YOU FROM RECEIVING THE LLED TRAVEL GRANT.** | | | | | | |
| **Signatures** | | | | | | |
| **Student (PRINT)** | | **Signature** | | | **Date** | |