P.POL.1 GSA Academic Travel Grants

P.POL.1.1 Purpose

P.POL.1.1.a The GSA Academic Travel Grant (GSA ATG) is funded by the Graduate Student Support Fund (GSSF), a GSA-negotiated benefit to all GSA members.

P.POL.1.1.b The GSA ATG is intended to help offset the cost of participation in academic activities such as conferences and research trips that are directly related to an applicant’s current academic program, as confirmed by either the Supervisor or designate (for thesis-based students) or the Advisor or Department Chair or designate (for course-based students).

P.POL.1.1.c The GSA ATG can be used to offset the cost of participation in both local opportunities and those necessitating long distance travel.

P.POL.1.1.d The GSA ATG is not intended to be used to offset the cost of for-credit courses necessary for an applicant’s degree program, including any associated travel.

P.POL.1.2 Eligibility

P.POL.1.2.a Applicants must be GSA members as per Section B: Members, GSA Bylaw, Members, Section B.BYL.1.a and B.BYL.1.b.

P.POL.1.2.b GSA ATG applications can only be submitted no more than six (6) weeks before the academic event (as determined from the date the application is received). Applications received after the academic event has occurred will not be eligible.

P.POL.1.2.c GSA ATGs will be awarded only for allowable expenses, using the University’s regulations on allowable expenses as a guideline (University of Alberta Policies and Procedures Online (UPPOL), Travel Expense Procedure and Travel Expense Procedure Appendix A, Schedule of Allowable Travel Expenses), except for hosting expenses, which are not eligible.

P.POL.1.2.d Applicants may submit a maximum of one (1) GSA ATG application for each specified academic activity and there is no limit to the number of GSA ATG applications a GSA member can submit during their degree program, notwithstanding Section P.POL.1.3, below.

P.POL.1.3 Allocation

P.POL.1.3.a GSA ATGs are offered on a first-come, first-serve basis.

P.POL.1.3.b The GSA will offer grants until allocated funding is expended in the specified period (ie 1 April – 30 June; 1 July – 30 September; 1 October – 31 December; 1 January – 31 March).

P.POL.1.3.c If all available funds have been expended in the specified period, no additional applications will be accepted during that period.

P.POL.1.3.d A Master’s student will be awarded up to a maximum of $500 during their degree program.

P.POL.1.3.e A Doctoral student will be awarded up to a maximum of $1,000 during their degree program, up to a maximum of $500 in a fiscal year.

P.POL.1.3.f Applicants will be awarded their shortfall up to a maximum of $500. [applications with total expenses amounting to less than $50 will not be eligible]

... No further changes.

Comment [1]: Given that processing time per application amounts to approximately 1 hour, it is not operatively efficient to approve grants in which the total projected shortfall amounts to less than $50.