STUDENT CONFERENCE TRAVEL AWARDS

The Institute for Geophysical Research (IGR) is pleased to announce the Fall 2017 competition for the Student Conference Travel Awards Program for graduate students who are engaged in geophysical research at the University of Alberta. The awards are made possible through an endowment in memory of Dr. Roy Dean Hibbs.

Purpose
The purpose of these awards is to assist graduate students in the Institute of Geophysical Research to travel to national and international workshops and conferences to present papers on the research work and to participate in the meetings.

Amount of Awards
The amount of the awards will be such as to assist in the cost of registration fees, economy return airfare, and accommodation and subsistence, typically to a maximum of $1,000 each. It is expected that the students’ supervisors and/or the students themselves will contribute in part to the travel costs.

Eligibility
The awards will be made to graduate students in the Faculty of Science, primarily to the Departments of Earth and Atmospheric Sciences, Mathematical and Statistical Sciences, and Physics (the primary member Departments of the IGR) who are working on research projects in the geophysical and astrophysical sciences.

Application Procedure
1) Fill out the attached application form
2) Attach:
   a. A copy of your submitted abstract
   b. Evidence of acceptance of the paper
   c. A letter of support from the supervisor
   d. A short C.V.
3) Submit the application to the IGR Director as indicated below the form before 3pm, Wednesday October 25. Clearly write “IGR TRAVEL AWARD” and your name on the front of the envelope.
**Adjudication of Awards**
The closing date for this competition is **October 25** with a decision made within 10 days after the application. The decision is made by a committee composed of members of the IGR from the member Departments. Criteria considered by the committee include the quality of the letter of support, the cost to attend the meeting, the amount of funds available for any given competition, and whether the student has received funding previously or has failed to meet the requirements of the funding as indicated below. All applicants must participate in the Graduate Student Symposium. The talk will also be used as a factor in evaluating the application.

**Disbursement of Funds**

**Procedure:**
1) Reimbursement for travel will be governed by the University of Alberta travel regulations. Upon returning to the university, the student must submit a completed University of Alberta travel claim form together with all required receipts to the Director of the Institute for approval. This is usually done on the same travel claim prepared with the students Supervisor.

2) Funds will not be approved by the Director until the report is submitted and all of the stipulations below have been met.

   a) The student will be required to submit a brief written report of his/her travel, including a summary of the session at which his/her paper was presented and a summary of the meeting as a whole.

   b) The student will write a letter of gratitude to the sponsor, Nancy Hibbs.

   Both the letter of thanks and a copy of the report will be forwarded onto the sponsor.

   c) The student is committed to present his/her research orally to the members of the Institute as a whole. This will be during the annual Institute Symposium on Research in Geosciences held **October 30, 2017**. This requirement may be satisfied before or after the sponsored meeting. Students who do not comply with this last requirement will not be considered for additional travel funding.

All application materials must be compiled and submitted as a single package. Incomplete applications will not be considered.
Student Conference Travel Award Application Form
(For application details, see igr.physics.ualberta.ca)

Name of Applicant: ___________________________________________________________

Email address: ___________________________________________________________

Department: ___________________________________________________________

Degree and Year in Program _____________________________________________________

Supervisor: ___________________________________________________________

Name of Meeting: ___________________________________________________________

Location and Dates of Meeting: _______________________________________________

Title of Session ___________________________________________________________

Title of Paper  ___________________________________________________________

Authorship: ___________________________________________________________

Estimate of Costs: Registration  _______________
Airfare  _______________
Accommodation _______________
Subsistence _______________
Total  _______________

The following must accompany this application:
1. Abstract of the paper to be presented.
2. Evidence of acceptance of the paper.
3. Letter of support from supervisor.
4. A short C.V. listing academic background, research contributions and awards

Signature of Applicant: ____________________________________________________

This application materials should be put in an envelope clearly stating “IGR TRAVEL AWARD” and the applicant’s name. It should be submitted before 3pm Wednesday, October 25, 2017 to the Physics Department mailbox of Bruce Sutherland, IGR Director, CCIS 4-181 Dept. Physics.