SGS Award Announcement

To: Graduate Coordinators; Graduate Administrators; Divisions I & II
From: Mandy Fung, Graduate Awards Officer, Federal
CC: Joshua Barker, Dean, Graduate Studies and Vice-Provost, Graduate Research and Education; Luc De Nil, Vice-Dean, Students; Laura Stathopoulos, Director, Graduate Awards and Financial Aid
Date: January 18, 2018
Re: 2018-2019 SGS Research Travel Grant

Please forward to your eligible students. A reminder email will be sent by SGS directly to students when the online application opens.

Award Overview

Deadlines: Online application opens: **February 12**th
Online application closes: **March 5**th at **10:00am**
Deadline for Supervisors to submit online approval: **March 12**th at **10:00am**
Value/Duration: Value dependent on destination and duration of travel
Level of study: PhD, SJD (full-time only)
Required Legal Status: Domestic or international
Results: Late May 2018

Purpose

The [SGS Research Travel Grant](#) provides modest financial support to students who are registered in the Humanities or Social Sciences, in order to pursue research travel that is necessary for the final stages of their PhD or SJD program.

This grant aims to provide successful applicants with supplemental funding as applicants are expected to seek support from various other sources in order to support their proposed travel expenses.

Funding for this competition is supported by the School of Graduate Studies Travel Grant, the Faculty of Arts and Science, the Ontario Institute for Studies in Education (OISE), The Associates of the University of Toronto Travel Award, and The Edward W. Nuffield Graduate Travel Fellowship.
Eligibility to Apply

Preference will be given to first time applicants in the latter stages of their program (i.e. have achieved candidacy) and planning to conduct research abroad that is necessary for the completion of their thesis. Student may only apply to fund one return trip per application cycle and may not receive funding for the same trip twice. The following students are ineligible for funding through this program: i) first year students; ii) flexible-time PhD students; or iii) students travelling for conferences, exchange programs/courses or seminars.

Applicants must be:
- Registered full-time in a PhD or SJD program within the Humanities (Division 1) or Social Sciences (Division 2) when:
  a) Submitting the application,
  b) Conducting their research travel;
  c) Requesting payment of grant;
- Planning to conduct research abroad that is necessary for the completion of their thesis;
- New: Departing on or after January 1, 2018 and returning on or before April 30, 2019;
- Expecting to take a single trip where the duration is no fewer than 7 days and no more than 12 months; and
- Compliant with all departmental and U of T Safety Abroad procedures prior to travel. Research travel conducted without completing all Safety Abroad requirements will cause automatic forfeiture of the SGS Research Travel Grant.

Application Process

Full instructions are located on the SGS Research Travel Grant webpage. The online application will be available between Monday, February 12th and March 5th at 10:00am

Please note:
- Both the applicant and the supervisor/advisor will be required to use their UTORid and password for the application process;
- The application will time out after two hours but can be saved in draft form after saving the second page; and

The application cannot be modified after submission. If an error is discovered once it has been submitted, a new application must be created to replace the original application. Please email travelgrant@utoronto.ca to inform SGS of the second corrected application.

Applicants are encouraged to:
- Notify their supervisor/advisor that they will be submitting an SGS Research Travel Grant application which will require their approval and advise them of the deadline; and
- Confirm their supervisor/advisor’s correct email address to ensure the supervisor/advisor section of the application is sent to the correct email address for completion.
- Be mindful of the deadline date to ensure their supervisor/advisor to complete their portion on time.

Safety Abroad Requirements

All U of T students conducting research outside of Canada (including USA) must complete the following steps before the travel occurs (regardless of receiving SGS Research Travel Grant support):
- Complete the online registration request form. This should occur at least one month before departure. The Safety Abroad Office will register the student and send a confirmation email.
- Sign on to the Safety Abroad Database and complete a profile, including emergency contact, passport and travel health insurance information.
- Attend the appropriate Safety Abroad Workshop (valid for 1.5 years).
- Sign and submit waivers to the Safety Abroad Office.
- Submit a Safety Planning Record (if applicable).
- Obtain supplementary health insurance (if not already covered).

For travel to a region designated by the Global Affairs Canada as "Avoid Non-Essential Travel" or "Avoid All Travel," students must contact the Safety Abroad Office at safety.abroad@utoronto.ca as soon as possible to request special approval for the trip.

Please contact the Safety Abroad Office at safety.abroad@utoronto.ca for further information.

Research travel conducted without completing all Safety Abroad requirements will cause automatic forfeiture of the SGS Research Travel Grant.

**Results**

All applicants will receive an email with their result via their U of T email address at the end of May. Successful applicants will receive information regarding the offer amount and the terms and conditions of the grant. SGS Research Travel Grants cannot be deferred beyond a return date of April 30, 2019. Successful applicants can request to apply their grant to a different destination after receiving the results of their application – full details are provided on the SGS Research Travel Grant webpage.

Please see details regarding requests for changes on the SGS website.

**Contact and Resources**

For more information, please visit the SGS Research Travel Grant webpage or contact:

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