SGS Award Announcement

To: Graduate Coordinators; Graduate Administrators; Divisions I & II
From: Pascal Papathanasakis, Graduate Awards Officer, Federal
CC: Joshua Barker, Dean, Graduate Studies and ViceProvost, Graduate Research and Education; Charmaine Williams, Acting Vice-Dean, Students; Laura Stathopoulos, Director, Graduate Awards and Financial Aid
Date: January 15, 2019
Re: 2019-2020 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 11th**
- Online application closes: **March 4th at 10:00am**
- Deadline for Supervisors to submit online approval: **March 8th at 4:30pm**

**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 2019 (via U of T email address)

**Purpose**

The [SGS Research Travel Grant](https://example.com) provides modest financial support to eligible 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:
  - Submitting the application;
  - Conducting their research travel;
  - Requesting payment of grant;
- Planning to conduct research abroad that is necessary for the completion of their thesis;
- Departing on or after January 1, 2019 and returning on or before April 30, 2020;
- Expecting to take a single trip where the duration is no fewer than 7 days and no more than 12 months; and
- For all students travelling outside of Canada (including to the U.S.A.): Compliant with all applicable departmental and U of T Safety Abroad procedures, including an in-person workshop, prior to departure (see “Safety Abroad” below).

Note: Automatic forfeiture of a SGS Research Travel Grant will occur if recipient does not meet all of the eligibility and payment collection requirements.

Application Process

Full instructions are located on the SGS Research Travel Grant webpage. The online application will be available between Monday, February 11th and March 4th 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;
- 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; and
- Be mindful of the deadline date to ensure their supervisor/advisor to complete their portion on time.

Safety Abroad Requirements

Safety Abroad procedures are mandatory for all U of T students travelling outside of Canada, including to the U.S.A., and must be completed before the travel occurs (regardless of receiving SGS Research Travel Grant support).

All of the following steps must be completed prior to departure and cannot occur retroactively:
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) – certain workshops are only offered once a month so be sure to plan accordingly in order to attend before travelling.
- Sign and submit waivers to the Safety Abroad Office.
- Submit a Safety Planning Record (if applicable). (students should contact safety.abroad@utoronto.ca to confirm if this step is applicable to their travel)
- 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.

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, 2020. Successful applicants can request their grant to a different destination after receiving the results of their application – full details regarding request for changes are provided on the SGS Research Travel Grant webpage;

Successful applicants must report any SGS Travel Grant funding received when applying for other sources of funding related to the same research travel.

NOTE: Once results have been distributed, the value of an offer cannot be increased.

Payment Activation

To receive payment, awardees must submit the following required documents within 30 days of returning from their trip and no later than April 30, the year following the offer. Requests after this deadline will not be considered.

1. A completed online SGS Conference / Research Travel Grant Payment Activation Form;
   Awardees will be expected to confirm on this form that all Safety Abroad requirements were completed prior to travel outside of Canada. Safety Abroad procedures are mandatory for all U of T students travelling outside of Canada, including to the U.S.A., and must be completed before the travel occurs (regardless of receiving SGS Research Travel Grant support).

2. Proof of transportation to and from destination(s) (e.g. copy of flight receipt showing itinerary and boarding passes for both departure and return to Canada, copy of bus itinerary, or gas receipts);

3. Proof of accommodation(s) (e.g. copy of rental agreement showing dates of stay, copy of hotel or AirBnB receipt, or confirmation from accommodation host with address and start and end dates of stay).

Full or partial payment may be obtained in advance of the trip, depending on materials submitted. Failure to submit the required documentation by the above deadline will result in cancellation of the Grant. Arrears (from the previous academic year) must be fully cleared in order for the grant payment to be processed.

Contact and Resources

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

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