SGS Award Announcement

To: Graduate Chairs/Directors; Graduate Coordinators; Graduate Administrators
From: Tara Lock, Graduate Awards Officer (Internal), Graduate Awards Office
CC: Luc De Nil, Acting Dean, Graduate Studies and Acting Vice-Provost, Graduate Research and Education; Charmaine Williams, Acting Vice-Dean, Students; Laura Stathopoulos, Director, Graduate Awards and Financial Aid
Date: September 28, 2018
Re: SGS Conference Grant – Fall 2018 Application Cycle

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: October 1, 9:30am
          Online application closes: October 15, 4:30pm
          Deadline for supervisors to submit online approval: October 19, 4:30pm
Value/Duration: Value dependent on registration fee & location of event
Level of Study: Full-time master's or doctoral students
Required Legal Status: Domestic or international
Results: Late November (via U of T email address)

Purpose

The SGS Conference Grant provides modest financial support to eligible students who will be actively presenting their research at an academic conference.

This grant aims to provide successful applicants with funds to cover at least the minimum registration fee for the proposed conference as well as a modest top-up, when possible. Applicants are expected to seek support from various other sources in order to supplement their travel and other related expenses.

Eligibility to Apply

Preference will be given to students who are in the early stages of their academic career. SGS Conference Grants are typically not awarded to students who are beyond the program length required for their degree.

Students can apply for the grant before receiving acceptance to present at the conference.

Applicants must:
- Be registered full-time in a graduate degree program (master’s or doctoral) at the time of each of the following:
  - Application;
  - Conference presentation; and
  - Requesting payment of grant;
NOTE: Students are typically not registered during the session in which convocation occurs (e.g. not registered in September for November convocation).

- Be actively presenting their research (relevant to their current degree program) at an academic conference that occurs between September 1, 2018 – March 31, 2019;
- **For all students travelling outside of Canada (including to the U.S.A.):** Be compliant with all applicable departmental and U of T Safety Abroad procedures, including an in-person workshop, prior to departure (see “Safety Abroad” below);
- Have not received payment for an SGS Conference Grant during their current graduate degree program.

NOTE: **Automatic forfeiture** of an SGS Conference Grant offer will occur if a recipient does not meet all of the eligibility and payment collection requirements.

### Safety Abroad

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 Conference 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 and 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 (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 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 on this process and/or the requirements.

### Application Process

Full instructions are available on the SGS Conference Grant webpage. The online application will be available between **Monday October 1st and October 15th**.

Please note:

- One application may be submitted per applicant in support of one conference;
- The applicant will be required to enter their UTORid and password to access the application;
- The application can be saved in draft form after completing the second page and will time out after two hours; 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 conferencegrant@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 Conference 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;
• Be mindful of the deadline date to ensure their supervisor/advisor completes their portion on time; and
• If travelling outside of Canada, applicants must register on the Safety Abroad Database, update their travel profile and attend a Safety Abroad Workshop as soon as they have confirmed travel plans. 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 Conference Grant support).

Results

All applicants will receive an email with their result via their U of T email address in late November.

Successful applicants will receive information regarding the offer amount and the terms and conditions of the grant. SGS Conference Grants cannot be deferred beyond a return date of March 31, 2019. Successful applicants can request to apply their grant to a different conference after receiving the results of their application – full details regarding request for changes are provided on the SGS Conference Grant webpage.

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 14 days of the completion of their trip and no later than April 15, 2019 or by the end of the awardee’s last registered session, whichever is earlier. Failure to submit the required documentation by the above deadline will result in cancellation of the grant.

NOTE: Students are typically not registered during the session in which convocation occurs (e.g. not registered in September for November convocation):

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 Conference Grant support).

2. Proof of conference attendance and active-participation; and
   a) Screenshot of, or URL to, webpage where online conference program, applicant’s name and title of presentation are posted (title and location of conference must be visible); or
   b) Official certificate of attendance/participation from conference organizer listing conference’s title and location, applicant’s name and title of presentation

3. Registration fee invoice.
   a) Receipt issued by the conference organizer showing the amount of the paid registration fee and the title of the conference
      • If the registration amount listed (as advertised) is significantly lower than the proposed registration fee amount the applicant specified within their application, the value of the grant may be adjusted accordingly. However, SGS Conference Grant offers cannot be increased.
      • If the invoice is in a currency other than Canadian dollars (CAD), the applicant must provide a conversion showing the foreign currency amount and its equivalent amount in Canadian dollars (CAD)
   b) If registration fee will be waived / covered by the conference organizer:
Applicants may enter the advertised registration fee amount (at the student-rate) into their application and receive an offer that consists of both the registration fee and location top-up amounts, if the applicant will also be able to provide the following items:

- A screenshot from the conference organizer’s website (title of conference visible) showing the advertised registration fee amount at the student-rate; and
- Email / letter from the conference organizer (title of conference mentioned) confirming that the applicant’s registration fee will be waived / covered

Please allow two to three weeks for payment through ACORN.

**Contact and Resources**

For more information, please visit the [SGS Conference Grant webpage](https://example.com) or contact:

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