

Terms of Reference for the Queen's Faculty of Engineering Graduate Student Research Travel Awards

Please note: travel award funding is not a guaranteed source of funding for students and is subject to availability. Only a limited number of awards will be made.

Objective: Queen's Engineering will increase opportunities for graduate students, to visits academic groups at other institutions for the acquisition of new technical skills, and/or to enhance collaborations between academic research groups.

Eligibility:

- Full-time, funding-eligible MSc and PhD students currently registered in the five Engineering departments are eligible to apply. **The applicants must also be registered at the time of travel.**
- Each student can submit no more than one application form for a Research Travel Award this fiscal year.
- Students cannot receive both a Conference Travel Award and a Research Travel Award from the Faculty of Engineering this fiscal year
- Students must be actively engaged in research related activities at the destination and the trip should significantly enhance their research. Examples include field work, using cutting-edge research facilities abroad, learning new methodologies or techniques, or other collaborations that benefit from in-person presence.
- International destinations will be prioritized.
- Eligible travel time period: June 15, 2023-March 15, 2025.

Funding amount: The award will pay for up to 2/3 of eligible expenses of the trip, not exceeding \$10,000 per award and not exceeding the difference between the total expenses and the sum of all other funding for this trip. The award will be paid out as reimbursement to one of the supervisor's research accounts.

Example 1: The 6-week long trip of a graduate student to a university abroad costs \$6,000, which the supervisor charges to their Discovery Grant account. Requesting a match for \$2,000 from the Discovery grant, the supervisor is eligible for a \$4,000 reimbursement from the FEAS Graduate Student Research Travel Award program.

Example 2: A trip costs \$9,000. The supervisor is awarded a \$6,000 Mitacs GRA to send the student on this trip and can apply for the remaining \$3,000 from the FEAS Research Travel Award program.

Number of awards: For fiscal year 2023/24, the Faculty of Engineering expects to award 8-12 Graduate Student Research Travel Awards.

Expense eligibility: Eligible costs include travel, accommodation, and per diem costs of the graduate student's trip described in the application. All expenses have to comply with the [Queen's travel and expense reimbursement policy](#).

Application process: All forms can be found on the [Faculty of Engineering Student Research Awards webpage](#). Applicants shall email an application package to FEAS.ResearchAdmin@queensu.ca before **11:59 pm on July 10, 2023**, consisting of the following:

- Completed application form signed by the graduate student and their supervisor
- Completed Budget template
- CV of the graduate student that includes their Queen's graduate study GPA, if applicable.

Selection process for Research Travel Awards: The Research Travel Awards will be selected by a Faculty-level committee.

Evaluation criteria: Prominence of the hosting research group, excellence of the student, benefit to the student's research and to the Faculty of Engineering.

The Faculty reserves the right to use an alternate selection process if the number of applications received is very high.

Payout: The awards will be made in the form of reimbursement transfers to the supervisor's account(s) that paid for the eligible expenses of the student's trip. All travel shall comply with the Queen's [Off Campus Activity Safety Policy](#). Reimbursement requests should be **submitted by April 1** of the fiscal year in which the trip took place.

Research Travel Grant recipients will be expected to give a talk about their trip to their research group, centre/institute or department within 6 months of return.