

MEMORANDUM

GRADUATE DEAN'S TRAVEL GRANT FOR DOCTORAL FIELD RESEARCH 2018-2019 APPLICATION PACKAGE

DEADLINE: Ranked applications must be delivered to the School of Graduate Studies by February 1, 2019.

GUIDELINES

The Graduate Dean's Travel Grants for Doctoral Field Research support travel expenses for field research that is central to the doctoral dissertation and that must be carried out at a considerable distance from Queen's University. Applications for field research undertaken in Ontario in locations in remote areas or when the nature of the fieldwork requires the student to be away for long periods of time, will also be considered. Applications to attend conferences, workshops or courses will not be supported under this program. The maximum single award is \$3000 and the maximum funding that a student may receive during the doctoral program is \$3000. Note that the Graduate Fellowship Committee (or designated subcommittee) will determine the value of the award, based on the budget presented in the application, and the award value may be less than \$3000 in some cases.

NEW THIS YEAR: The School of Graduate Studies has designated new funds for four Graduate Dean's Travel Grants for Doctoral Field Research in support of Indigenous research. Applicants must check the applicable box in the application to be considered for this opportunity. All other terms and conditions of the competition and the funding remain the same. Note that a student may hold either the grant for Indigenous research, or the standard grant, but not both.

It should be clear from the application that the proposed fieldwork is feasible within the time and budget available. Funds are provided to **contribute** to the costs of travel and subsistence (accommodation plus meals) in accordance with University regulations. An effort should be made to determine specific costs for budgeted items. If the fieldwork involves obtaining access to specific resources such as materials in private collections, government records, research laboratories or personal interviews, **evidence must be provided that arrangements have been made for such access.**

Applications are assessed based on academic merit, on the centrality of the fieldwork to the thesis research, the coherence of the proposal, financial need and the departmental ranking.

Any research project that involves human subjects must receive ethics approval from one of the university's Ethics Board prior to the start of the project. Health Sciences students receive ethics approval from the Health Sciences Research Ethics Board. Non-health sciences students receive ethics approval from the General Research Ethics Board.

Recipients of this funding might be contacted by the School of Graduate Studies or other units at Queen's University, for the purposes of discussing their proposed research for a news story or website profile. The names and Queen's email addresses of recipients of this funding will be provided upon request to the relevant Queen's staff members for this purpose.

ELIGIBILITY REQUIREMENTS

- i. **Any student who plans to travel for research purposes, any time between November 1, 2018 and October 31, 2019, is eligible to apply to this competition.**
- ii. Students must complete their Comprehensive Examination requirement* before taking up the Graduate Dean's Doctoral Field Travel Award. So, any student who has completed or plans to complete their comprehensive examinations* between September 1, 2018 and August 31, 2019, is therefore eligible to apply to this competition (provided i. above is met).
- iii. Students who are who are conducting their research in the North and are eligible to apply to the [Canadian Northern Studies Trust scholarship program](#) are expected to apply for that funding as well as the Graduate Dean's Doctoral Field Travel Award.
- iv. Students must take up their award within 12 months of being notified of receipt of the award.
- v. Students must be registered full time in their Doctoral program during the tenure of the award.

DEADLINES

Department/Program Deadline: Applications must be submitted to the Graduate Coordinator in the student's department/program in accordance with the internal deadline set by the Department/Program. **N.B. MARK YOUR OWN INTERNAL DEADLINE ON THE APPLICATION MATERIAL BEFORE DISTRIBUTING THE FORM TO STUDENTS.**

School of Graduate Studies Deadline: February 1, 2019.

SUBMISSION OF APPLICATIONS TO SGS

Applicants are to complete the application on the forms provided, and must include any additional required supporting documentation as outlined in the application.

- i) Applications are to be submitted by the deadline by the Graduate Department/Program (not the applicant).
- ii) To ensure completeness, departments are asked to submit the required items in the following order:
 - a. Page 1 - Departmental Ranking of all eligible applicants
 - b. Page 2 - Supervisor's Assessment
 - c. Page 3 - Section I: Description of Research Problem
 - d. Page 4 - Section II Data Required, Location(s) of Data Collection, Justification for Locations of Tenure,
Section III: Schedule of Activities
 - e. Page 4 - Section IV: Detailed Estimated Budget, Section V: Other Sources of Travel Funding,
 - f. Section VI: Supporting Documentation (as listed).

Thank you for your assistance. Please contact me (corbettm@queensu.ca) or Lisa Marzano (ext. 77308), if you have any questions or comments about this competition.

Yours sincerely,

Monica Corbett

Director, Admissions and Student Services, School of Graduate Studies

/lvm

Any personal information of the applicant(s) collected on this form is collected under the legal authority of the *Royal Charter of 1841*, as amended. The personal information collected on this form will be used to confirm eligibility for this award and/or to contact recipients for the purposes of discussing their proposed research for a news story or website profile.

GRADUATE DEAN'S DOCTORAL FIELD TRAVEL GRANT 2018-2019

DEPARTMENTAL RANKING OF APPLICANTS

Please rank the applications submitted by your department:

DEPARTMENT:

1. _____
2. _____
3. _____
4. _____
5. _____

DEPARTMENT COMMENTS:

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STUDENT APPLICATION: GRADUATE DEAN'S DOCTORAL FIELD TRAVEL GRANT 2018-2019 (Please Type)

STUDENT Name:	Student Number:
Department:	Name of Supervisor:
TITLE OF DISSERTATION:	
Date or Expected Completion Date of Comprehensive Examination Requirements*:	

Please check this box if the proposed field work is engaged with First Nations, Inuit, Métis or other Indigenous nations, communities, societies, or individuals.

SECTION I: IN THE SPACE PROVIDED (NO ATTACHMENTS) DESCRIBE THE RESEARCH PROBLEM AND THE SIGNIFICANCE OF THE PROPOSED FIELD RESEARCH IN LAY TERMS:

*or equivalent requirement in student's department/program.

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SECTION II: DATA REQUIRED, AND PROCEDURES TO OBTAIN IT IN THE FIELD:

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LOCATION (S) OF DATA COLLECTION:

1)
2)
3)
4)
5)
6)

JUSTIFICATION OF LOCATION(S) OF TENURE: (explain the reasons or benefit of traveling to the named sites to perform your research)

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SECTION III: SCHEDULE OF ACTIVITIES: (expected dates of travel, duration, locations)

DATES	LOCATION	DURATION

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SECTION IV: DETAILED ESTIMATED BUDGET:

Provide, in as much detail as possible, estimates for all travel, accommodation and meals associated with your research project. Do **NOT** include the cost of supplies.

DESCRIPTION	ESTIMATED COST	DETAILS
TRAVEL:		
AIRFARE:		
TRAIN:		
LOCAL TRAVEL COSTS:		
ACCOMODATION & MEALS		
OTHER:		
Total Requested: \$ (maximum contribution: \$3,000.00)		

SECTION V: OTHER SOURCES OF TRAVEL FUNDING APPLIED TO AND AMOUNTS (IF KNOWN):

SOURCE OF FUNDING	AMOUNT
Supervisor's Research Grant (NUMBER)	\$
External Travel Award (Specify granting agency)	\$
External Scholarship Funds (specify granting agency)	\$
Other (e.g. QGA, OGS, SSHRC, NSERC, etc)	\$
1)	\$
2)	\$
3)	\$
4)	\$

SECTION VI: SUPPORTING DOCUMENTATION:

Attach to this application the following documents:

- a list of student's publications
- If applicable, **a statement that arrangements have been made for access to data**, if the field work involves obtaining access to specific resources such as materials in private collections, government records, research laboratories or personal interviews
- transcript of current program showing marks for the past two years (photocopies and internal Queen's Transcripts are acceptable)

SIGNATURE

Applicant's Signature

Date