

## MEMORANDUM

### 2024-2025 GRADUATE DEAN'S TRAVEL GRANT FOR DOCTORAL FIELD RESEARCH APPLICATION PACKAGE

**DEADLINE: Ranked applications must be received via email by the School of Graduate Studies and Postdoctoral Affairs (SGSPA) by February 5, 2025.**

#### GUIDELINES

The Graduate Dean's Travel Grants for Doctoral Field Research contribute to 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 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 SGSPA Fellowship Committee (or designated subcommittee) will determine the value of the award, based on the budget presented in the application. The award value may be less than \$3000 in some cases.

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) for the applicant (and only for the applicant) 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 if that is determinable, 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. *Ethics approval need not be in place at the time of applying for the 2024-25 Graduate Dean's Travel Grants for Doctoral Field Research competition, but must be in place before the start date of the travel/ research and by October 31, 2025 at the latest.*

Recipients of this funding might be contacted by the SGSPA 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. Students must be enrolled in the PhD program here to be eligible to apply.
- ii. Any doctoral student who plans to travel for research purposes, or who has travelled for research purposes, any time between November 1, 2024 and October 31, 2025, is eligible to apply to this competition.
- iii. Students must complete their comprehensive examination requirement (or equivalent requirements in student's department/program) before taking up the Graduate Dean's Doctoral Field Travel Award (provided ii. above is also met).
- iv. If it is required, ethics approval must be received before the start date of the travel/research and by October 31, 2025 at the latest.
- v. Students 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.
- vi. Students must take up their award within 12 months of being notified of receipt of the award.
- vii. Students must be registered full time in their Doctoral program during the tenure of the award.
- viii. All applications must be ranked by the home department/program. Unranked applications and/or applications submitted directly to the SGSPA by the student, will not be considered.

## **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.**

**SGSPA Deadline:** February 5, 2025.

## **SUBMISSION OF APPLICATIONS TO SGSPA**

1. Applicants are to complete the application on the forms provided, and must include any additional required supporting documentation as outlined in the application.
2. Applications are to be submitted to the SGSPA by the deadline by the Graduate Department/Program (not the applicant).
3. All applications must be ranked by the home department/program. Unranked applications and/or applications submitted directly to the SGSPA by the student, will not be considered.
4. Submit all required items in the order listed:
  - a. Departmental Ranking of all eligible applicants
  - b. Page 1 - Supervisor's Assessment
  - c. Page 2 - Section I: Description of Research Problem
  - d. Page 3 - Section II Data Required, Location(s) of Data Collection, Justification for Locations of Tenure, and Section III: Schedule of Activities
  - e. Page 4 - Section IV: Detailed Estimated Budget, Section V: Other Sources of Travel Funding, applicant signature.
  - f. Section VI: Supporting Documentation (as listed on page 4).
5. Submit the applications via email (to [meldruml@queensu.ca](mailto:meldruml@queensu.ca)) in pdf format. Each application must be a separate PDF document.

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**Timeline for decisions:** Normally, decisions are made, and departments/programs and applicants are informed of the results of the competition, by the end of March/early April.

Thank you for your assistance. Please contact Loanne Meldrum ([meldruml@queensu.ca](mailto:meldruml@queensu.ca)) or me ([corbettm@queensu.ca](mailto:corbettm@queensu.ca)) if you have any questions.

Yours sincerely,  
Monica Corbett,  
Director, Admissions and Student Services  
School of Graduate Studies and Postdoctoral Affairs

Application Memo (page 3)

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**

**DEPARTMENTAL /PROGRAM RANKING OF APPLICANTS**

**Please rank the applications submitted by your department/program:**

**DEPARTMENT/PROGRAM NAME:** \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**DEPARTMENT/PROGRAM COMMENTS:**

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**GRADUATE DEAN'S DOCTORAL FIELD TRAVEL GRANT  
SUPERVISOR'S ASSESSMENT**

***(If the applicant's supervisor is unavailable, an alternate departmental/program representative is acceptable)***

<b>Name of Applicant:</b>	<b>Applicant's Student Number:</b>
<b>Department:</b>	<b>Name of Supervisor:</b>
<b>Date of or Expected Date of Completion of Comprehensive Examination Requirements (or equivalent requirements in student's department/program):</b>	
<b>Date of or Expected Date of Ethics Approval if applicable:</b>	

- i) Comment on the progress of the applicant in the program:
  
- ii) Comment on the readiness of the applicant to begin field research by the date given in the proposal:
  
- iii) Comment on the applicant's proposed field research/travel plan (refer to Section I of the Application Form):
  
- iv) Comment on the financial status of the applicant in terms of the resources available to support the field research: (such as the ability of the supervisor to provide additional support, external funding which is or might be available, information on the applicant's current level of financial support for their program etc.):

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**GRADUATE DEAN'S DOCTORAL FIELD TRAVEL GRANT  
STUDENT APPLICATION**

(Please Type)

<b>STUDENT Name:</b>	<b>Student Number:</b>
<b>Department:</b>	<b>Name of Supervisor:</b>
<b>TITLE OF DISSERTATION:</b>	
<b>Date or Expected Date of Completion of Comprehensive Examination Requirements (or equivalent requirements in student's department/program):</b>	
<b>Date or Expected Date of Ethics Approval if applicable:</b>	

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:**

**NOTE: THIS APPLICATION MUST BE SUBMITTED TO DEPARTMENT/PROGRAM BY THE DEPARTMENT/PROGRAM'S DEADLINE**

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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, location, duration)**

DATES	LOCATION	DURATION

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**SECTION IV: DETAILED ESTIMATED BUDGET:**

Provide, in as much detail as possible, estimates for your own travel, accommodation and meals expenses associated with your research project. Do **NOT** include the cost of supplies. Do **NOT** include the costs of hiring any assistants or guides etc.

DESCRIPTION	ESTIMATED COST	DETAILS
AIRFARE:		
TRAIN:		
OTHER TRAVEL/TRANSPORT:		
LOCAL TRAVEL COSTS:		
ACCOMMODATION & MEALS		
OTHER:		
<b>Total Requested: \$ (maximum contribution: \$3,000.00)</b>		

**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 Email address

**NOTE: THIS APPLICATION MUST BE SUBMITTED TO DEPARTMENT/PROGRAM BY THE DEPARTMENT/PROGRAM'S DEADLINE**  
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