

MEMORANDUM

GRADUATE DEAN'S TRAVEL GRANT FOR DOCTORAL FIELD RESEARCH 2020-2021 APPLICATION PACKAGE

DEADLINE: Applications must be submitted to the Graduate Assistant, Michelle Boutilier by Monday, January 25, 2021 via email at gradadm@chem.queensu.ca

Special note for 2020-2021 Competition: COVID-19 implications

Queen's University has suspended all university-sponsored travel outside of Canada indefinitely. The School of Graduate Studies (SGS) is running this annual competition as usual in the hopes that students successful in the competition will be able to carry out their research and travel plans at some point in 2021, including international travel plans. However students must be aware that it may not be possible to travel for research purposes, even within Canada, due to COVID -19 related restrictions. Students are responsible for remaining informed about all relevant restrictions.

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 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.

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 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.

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, or who has travelled for research purposes, any time between November 1, 2020 and October 31, 2021, is eligible to apply to this competition.
- ii. 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 i. above is also met).
- iii. 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.
- 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.
- vi. All applications must be ranked by the home department/program. Unranked applications and/or applications submitted directly to the School of Graduate Studies by the student, will not be considered.

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SUBMISSION OF APPLICATIONS

Applicants are to complete the application on the forms provided, and must include any additional required supporting documentation as outlined in the application. The application and supporting documents should be submitted electronically to gradadm@chem.queensu.ca in pdf or word format.

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.