

The Office of the Vice-President (Research) is pleased to provide funds to assist graduate students with exceptional costs that are essential to the completion of their thesis/dissertation projects, but are beyond the means of the student, laboratory or department. Please note that awards are not intended to provide basic project funding.

A student may receive only one award in the course of a thesis-degree program (Master's or Doctoral). Grants must be used within 12 months of being awarded. Expense claims or Non-Employee Payment Forms (NEPF) must be submitted prior to the end date listed on the notice of award.

Due to the large number of applications and limited funds, the program budget cannot support all requests. Awards are not automatic or guaranteed.

**NOTE: DETAILED REVIEWERS' FEEDBACK ON UNSUCCESSFUL APPLICATIONS WILL NOT BE PROVIDED.**

### Eligibility

- Applicants must be registered full-time in a thesis-based program leading to a Master's or Doctoral degree from the University of Calgary.
- Doctoral students applying for a thesis grant must have their thesis/dissertation project approved by the department at the time of application submission (i.e. have successfully passed the mandatory doctoral Candidacy Examination). Candidacy examination requirement is not mandatory or applicable to Master's thesis-based graduate students.
- Graduate students registered in course-based programs are ineligible.
- Application submissions from graduate students who have not met the above requirements will be returned without review.
- Thesis/Dissertation Research Grants may only be used for the project and purposes described in the application. Quotes must be converted into Canadian dollars. It should be noted that currency exchange rates may fluctuate and this may cause small budget variances. Transfer of funds from one budget category to another is permitted according to the needs of the research as it progresses, provided it is not more than a 10% variance. The use of funds for previously unspecified thesis research expenses or new budget items will **not** be considered (no exceptions).
- Grant recipients must abide by all University policies and procedures including, but not limited to, intellectual property, research integrity, code of conduct, ethics for human study, animal care, and biosafety.
- Awards may be terminated with or without notice if conditions are not observed.

### Award Value and Duration

Awards of up to \$1,000 (Master's students) and \$1,500 (Doctoral students) are available. Funds are available within 12 months of approval of funding.

### Process

Requests for Thesis Grant funding will be accepted at any time. Submit the attached application form with signatures and the following attached documents:

- Research Description and Budget Justification (max two (2) pages, free form)
  - Description of the research, including background, potential significance, methodology used, and timeline.

- A detailed budget justification, identifying those expenses for which funding are sought, and how essential they are to conduct the research.
- Supervisor's Statement (max one half (½) page, free form)
  - Provide justification of need for funding from the VPR:
    - What funding is available from the unit?
    - What funding is available from the supervisor?
    - Include the importance of the proposed use of funds.

#### Conditions

- Eligible expenses are those allowed by the Tri Council.
- Funds are available within 12 months of approval of funding.
- Funds will be provided through submission of an expense claim or Non-Employee Payment Form (if you do not have a UCID). Only those expenses that have been presented in your approved budget are eligible. **When submitting claims for expenses, original receipts and/or invoices will be required for reimbursement.** It is advisable to reference the University's Travel and Expense Reimbursement Handbook when submitting expenses: <https://www.ucalgary.ca/finance/files/finance/ap-travel-and-expense-reimbursement-handbook.pdf>

Applications should be sent to: [vprawards@ucalgary.ca](mailto:vprawards@ucalgary.ca)

Please submit completed application form and attachments to [vprawards@ucalgary.ca](mailto:vprawards@ucalgary.ca).

Applicant Name: \_\_\_\_\_

Position: \_\_\_\_\_

Other: \_\_\_\_\_

Department/Affiliation: \_\_\_\_\_

Faculty: \_\_\_\_\_

Email Address: \_\_\_\_\_

### COMPETITION INFORMATION

Indicate to which competition you are applying:

#### Faculty Conference Travel Grants

Attachments:

- Report detailing justification for funding, budget for travel, amount requested from the VPR, and grants applied for, including pending grant applications. **Max one (1) page, free form.**
- A list of grants applied for and awarded in the last two years and any pending grant applications.
- A copy of the abstract that has been submitted to the conference organizers (The abstract must clearly indicate authorship of the paper).
- A copy of the conference acceptance, if available.

#### Conference/Workshop Grants

Attachments (**Max two (2) pages, free form**):

- Description of the Conference or Workshop including the timeline
- Name and role of the organizer(s)
- Expected participants
- Budget outlining all sources of revenue and expenses
- Anticipated outcomes

#### Thesis/Dissertation Research Grants

Attachments (**Max two (2) pages, free form**):

- Description of the research, including background, potential significance, methodology used, and timeline.
- A detailed budget justification, identifying those expenses for which funding are sought, and how essential they are to conduct the research.
- Justification of needs of funding by the VPR and/or lack of funding available.

#### Eligibility requirements (for PhD thesis-based students)

Thesis/dissertation project has been approved by the department at the time of this application

### SIGNATURES

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**For student applicants only**

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

Dean: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Associate Dean (Research) signature will not be accepted\***