



Application for CIRMMT Travel Award



Please read carefully!

You **MUST** read the eligibility requirements and information available online before completing this application form:

<https://www.cirmmt.org/en/funding/travel-awards>

All travel is contingent upon the guidelines listed on McGill's Travel Services website: <https://www.mcgill.ca/travelservices/regulation-and-procedures/travel-regulation>

Graduate student and postdoctoral members of CIRMMT who are presenting their own work at a conference are eligible to apply for the CIRMMT travel award. Applicants must be active student members at the time of the travel award application. Once Convocation has passed you are no longer a student.

Applicants are encouraged to apply even if the paper has not been approved by the conference organizers. In addition, applications for conferences in Montreal are also eligible: since airfare would not be an expense, applicants can apply for conference costs up to a maximum of the lower continental travel award.

IMPORTANT NOTES:

1. *This form has up to 38 questions:* You cannot save your progress while completing this form unless you log in with your Microsoft account! Please ensure to save your responses elsewhere to be sure your data is not lost. A PDF copy of the complete form is available on the CIRMMT Travel Award funding page to help you.
2. Once you have submitted this application, please email the additional documents to jacqueline.bednar [AT] [mcgill.ca](mailto:jacqueline.bednar@mcgill.ca) by the appropriate deadline:
 1. Proof of extenuating circumstances for non-attendance at events (lectures, concerts etc.), if applicable.
 2. A copy of the full document submitted to the conference, citing CIRMMT affiliation next to the author's name.
 3. Acceptance notice, if available from conference organizers.
 4. An email from your sponsor approving your application and indicating if s/he will be providing any funding. **Note to sponsors:** If the sponsor has multiple students, a single email can be submitted for all as long as it includes all the student's names, the conferences they are attending, and how much money it is hoped to provide each student.
 5. **For those applying for continental travel ONLY:** proof of cheapest flight available (e.g., a query made on Expedia)
3. **Late or incomplete applications will not be considered.**

APPLICANT INFORMATION

1. Indicate the funding round you are applying for: *

- Round 1:** Deadline March 15: for travel between May 15 & Sep 14
- Round 2:** Deadline June 15: for travel between Sep 15 & Jan 14
- Round 3:** Deadline December 1: for travel between Jan 15 & May 14
- Online Conference Award:** application request for over \$200 (no deadline)

2. Your name (first/last) *

3. Your email address *

4. Your institution *

- McGill University
- Université de Montréal
- Université de Sherbrooke
- ÉTS
- UQAM
- Concordia University
- Université Laval
- Other

5. McGill student ID# *

6. Faculty & Department in your institution *

7. Your academic status *

e.g., PhD2, MA1

8. Name of CIRMMT supervisor *

9. Email of CIRMMT supervisor *

10. Have you been awarded CIRMMT Travel funding in the current fiscal year (May 1-April 30)? *

- Yes
- No

11. Please enter the amount you were awarded.

12. Have you attended the Centre's introductory/orientation workshop? *

If not, you must complete this workshop before any funding will be issued to you. To book this workshop, contact: tech[AT]cirmmt[DOT]org

- Yes
- No

13. Have you complied with the attendance requirements in the 12 months prior to this application? *

Please check the website to review these requirements: <https://www.cirmmt.org/en/funding/travel-awards>

- Yes
- No / Don't know

14. **Please list (DD/MM/YY) the lectures you attended.** A CIRMMT workshop co-organized by the applicant can replace one of the four required lectures, as can one live@CIRMMT concert (indicate these including dates). (Additional details on a separate document if necessary): *

15. **As you answered NO/DON'T KNOW, please briefly explain why** and describe how you have contributed to CIRMMT activities as a volunteer, organizer or participant, attaching evidence if possible. The jury will take this explanation into account when assessing your application. Reasons may include, but are not limited to, the following:

- organization of workshops or events
- participation as coordinator or student representative
- extenuating circumstances are also taken into account, e.g. care of children

Proof of extenuating circumstances can be provided as an additional document as detailed in section 4 of this application form

TRAVEL BUDGET

Indicate estimated amounts, preferably in CAD

16. Please indicate how much your **travel** (flight / car rental / mileage) may cost. *

N.B.: for those applying for continental travel ONLY: proof of cheapest flight available to the destination to be submitted.

17. Please indicate how much your **conference registration** may cost. *

18. Please indicate how much your **lodging** may cost. *

19. Please indicate how much your **food** may cost. *

20. Please indicate how much your **overall travel budget** may cost. *

This will be the total of the above four questions.

21. Are you receiving partial travel funding from your CIRMMT sponsor? Specify amount if applicable.
If not, insert sponsor explanation here. *

22. Have you applied for/received partial funding elsewhere for this travel? If so, please specify source and amount. If not, please specify why.

CONFERENCE/WORKSHOP DETAILS

23. What is the name of your conference/workshop for which CIRMMT travel funding support is requested. *

24. What is the location of your conference/workshop (city and country). *

25. What is your conference/workshop start date. *

26. What is your conference/workshop end date. *

27. What is the title of the paper/work being presented by the applicant. *

28. Has your paper/work been accepted? *

- Yes
- Pending

29. Is this part of your thesis project? *

- Yes
- No

30. Will you be presenting the paper/work? *

- Yes
- No

31. Is this a multi-authored paper/work? *

Yes

No

32. Are you the principal author? *

Yes

No

33. Is principal author attending conference? *

Yes

No

34. Please provide the abstract of your submitted work *

35. Please provide any further pertinent information regarding your application that the committee should be aware of *

ADDITIONAL DOCUMENTATION TO SUBMIT SEPARATELY

Once you have submitted this application, please email **the additional documents** to jacqueline.bednar [AT] mcgill.ca by the appropriate deadline:

1. Proof of extenuating circumstances for non-attendance at events (lectures, concerts etc.), if applicable.
2. A copy of the full document submitted to the conference, citing CIRMMT affiliation next to the author's name.
3. Acceptance notice, if available from conference organizers.
4. An email from your sponsor approving your application and indicating if they will be providing any funding.
 1. **Note to sponsors:** If the sponsor has multiple students, a single email can be submitted for all as long as it includes all the student's names, the conferences they are attending, and how much money it is hoped to provide each student.
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36. **PROOF OF EXTENUATING CIRCUMSTANCES FOR NON-ATTENDANCE AT EVENTS ***

If applicable, you can attach proof of non-attendance, such as screenshots of teaching or lesson commitments that coincide with the CIRMMT Distinguished Lectures or concerts. Please note the applicant's name on the relevant pages to ensure clarity.

- Yes, I will be submitting additional documents of proof.
- No, I have no additional documents of proof to submit

37. **COPY OF THE FULL DOCUMENT SUBMITTED TO THE CONFERENCE ***

This document must ideally cite CIRMMT affiliation next to the author's name.

- Yes, I will be submitting this document
- No, I cannot submit this document and will provide an explanation with the other documents I will submit.

38. **ACCEPTANCE NOTICE OF PAPER, IF AVAILABLE FROM CONFERENCE ORGANIZERS ***

- Yes, I will be submitting this document
- No, I will not be submitting this document at this time as it has not been received. I will submit it as soon as it is received and if I receive CIRMMT funding.

39. **AN EMAIL FROM MY SPONSOR APPROVING MY APPLICATION AND INDICATING IF THEY WILL BE PROVIDING ANY FUNDING ***

- Yes, I will be submitting this document.

40. **FOR CONTINENTAL TRAVEL ONLY: PROOF OF CHEAPEST FLIGHT/CAR RENTAL AVAILABLE ***

This can be done, for example, via a query made on Expedia.

- Yes, I will be submitting this document
- No, I will not be submitting this document as I am staying in Montreal, or travelling inter-continently

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