

INFORMATION REGARDING THE TRAVEL AWARD APPLICATION PROCESS

Please read carefully!

ELIGIBILITY:

- 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. Visiting graduate students ARE eligible to apply.
- Applicants must be active student members at the time of the travel award application. Once Convocation has passed you are no longer a student.
- **PLEASE NOTE that to be considered eligible for CIRMMT funding, students are expected to attend:**
 - EITHER a minimum of 4 out of 6 Distinguished Lectures in the 12 months prior to the application deadline,
 - OR a minimum of 3 out of 6 Distinguished Lectures AND significantly contribute to the organization of a CIRMMT workshop along with the RA co-leaders in the 12 months prior to the application deadline.
 - **NOTE:** In both situations above, **ONE** Distinguished Lecture can be replaced by attending a *live@CIRMMT* concert.
 - Students from universities outside Montreal (U. de Sherbrooke and Université Laval) are exempt, but are encouraged to attend when possible. CIRMMT funding applications will include a section where students will be able to indicate which Distinguished Lectures they have attended.
 - **Extenuating circumstances will be reviewed – proof must be provided.**
- All awards must be related to a CIRMMT research project. When travel is done for artistic performances, only projects including a CIRMMT collaborative research component will be considered. For research presentations outside of a conventionally peer-reviewed conference, only public presentations and participation in public workshops with an audience will be considered. In both these cases, students have to provide evidence of the public event and clearly state CIRMMT affiliation (this could be through biographies, program notes, links to public announcements, etc).
- Students may get **up to two** awards in the same fiscal year total of \$1000 if budget is available. Applicants who have not received any funding in the current fiscal year (May 1st-April 30th) will be prioritized.
- Applicants must also apply for travel funding from their university (e.g., McGill GREAT) and obtain complementary funding from their supervisors when possible.
- Please contact us if you have queries regarding conflicts between conference deadlines and CIRMMT travel award deadlines.
- **Applicants are encouraged to apply even if the paper has not been approved by the conference organizers.**

AVAILABLE FUNDING:

- **Continental travel: \$500 OR \$750:** *proof must be provided of the cheapest flight available to the destination at the time of applying.*
- **Intercontinental travel: \$1000**

APPLICATION DEADLINES (if a deadline falls on a weekend, applications will be accepted through to the following Monday at 4pm):

- **March 15th, 4pm:** For travel between May 15th and September 14th. **
- **June 15th, 4pm:** For travel between September 15th and January 14th. **
- **December 1st, 4pm:** For travel between January 15th and May 14th. **

** in special cases, exceptions can be considered with respect to the conference travel dates

APPLICATION PROCESS:

- **One complete electronic copy in a single PDF document** of the form, and all additional documents, must be submitted to the Centre's Administrative Officer (jacqueline.bednar@mcgill.ca) by the deadlines indicated above. It must include:
 - a) A copy of the full document submitted to the conference, citing CIRMMT affiliation next to the author's name.
 - b) Acceptance notice, if available from conference organizers.
 - c) 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 you can submit a single email for all as long as it includes all the student's names, the conferences they are attending, and how much money you hope to provide each student.
 - d) **For those applying for continental travel ONLY:** proof of cheapest flight available (e.g., a query made on Expedia)
- **Late or incomplete applications will not be considered.**
- **IMPORTANT:** Recipients of travel support must:
 - submit proof of acceptance to the conference/workshop etc. **BEFORE** they travel – without this, travel reimbursement may not be approved!
 - submit their travel receipts along with a copy of their contribution in the conference proceedings or abstract book to CIRMMT's Office Administrator within 10 days of travel in order to receive their award. Travel advances will not be issued.



Centre for Interdisciplinary Research
in Music Media and Technology

**APPLICATION FOR
TRAVEL AWARD**

Please complete ALL sections

APPLICANT INFORMATION

Indicate funding round applied 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
Name of student applicant (Family/Given):		Email address:
Institution:		Department:
Academic status (e.g., PhD2, MA2):		McGill Student ID#:
Name of sponsoring CIRMMT Regular member:		Sponsoring member's email address:
Have you complied with attendance requirements? (Disting. Lectures and/or workshop co-organization)	Yes: Please list (DD/MM/YY) the lectures you attended (to be verified) and/or workshop co-organized (additional details on a separate document if necessary):	
	No: Please briefly explain why and attach proof if possible:	
	I don't know: Your attendance will be verified	
Have you already been awarded a CIRMMT Travel award in the current fiscal (1 st May – 30 th April) ?		
Yes (amount)		
No		

TRAVEL BUDGET (INDICATE ESTIMATED AMOUNTS BELOW):

****NB: For those applying for continental travel ONLY:** proof of cheapest flight available to the destination to be attached to application**

TRAVEL:	Registration:	Lodging:	Food:	Total:
Are you receiving partial travel funding from your CIRMMT sponsor? Specify amount if applicable. If not, insert sponsor explanation here.				
Have you applied for/received partial funding elsewhere for this travel? If so, please specify source and amount. If not, please specify why.				

CONFERENCE DETAILS

Conference / workshop start date:	Conference / workshop end date:	Location (city and country):	
Name of conference / workshop for which CIRMMT travel funding support is requested:			
Title of paper/work being presented by applicant:			
Will you be presenting the paper/work?	Yes No	Is this a multi-authored paper/work?	Yes No
Has your paper/work been accepted?	Yes Pending	If so, are you the principal author?	Yes No
Is this part of your thesis project?	Yes No	If not, is principal author attending conference?	Yes No

Abstract and any further information: