

## **FOB M.Sc. Student Conference Travel Support Policy and Guidelines**

### **Background:**

The main purpose of the Faculty of Business (FOB) M.Sc. student conference travel support grant is to provide our M.Sc. students with opportunities to develop their presentation skills at major national/international conferences in Canada and/or the United States. As well, we believe that an additional benefit is the opportunity to build relationships with professors and fellow students from other academic institutions for exchanges of research ideas. The Dean's Office strongly believes that supporting our M.Sc. students through this type of financial aid will boost their intellectual advancement in academic setting and also provide the FOB with leverage to attract more students into our M.Sc. programs. As the Dean's Office decided last year to make such an investment on our M.Sc. students, we are pleased to announce the FOB M.Sc. student conference travel support grant.

### **Policy and Guidelines (Effective Immediately to April 30<sup>th</sup>, 2012)**

Our policy is to provide second-year M.Sc. students with financial support to attend one conference, provided that an individual makes a full presentation at a research-based conference in Canada or the United States. Simply attending a conference without making a paper presentation will not qualify for this grant. As this type of financial support for our M.Sc. students is a new initiative, the existence of this grant in the future will depend on the success of this pilot project.

	Current
Maximum Amount of support	Domestic: \$1,000 US: \$1,500 Abroad: \$1,500
Frequency	One support during the course of his or her study in M.Sc. program - Student must present a paper at a major academic conference in Canada or the United States

- Student must be officially registered in a M.Sc. in Management program at the time of his or her conference presentation. Any exception must be pre-approved by the Associate Dean of Research & Graduate Programs.
- Approval for conference travel support must be sought prior to the conference (preferably, at least three weeks in advance). Conference travel claim without pre-approval from the Dean's Office will not be reimbursed.
- Papers must be accepted for presentation at a major conference, not simply for poster display.
- The FOB conference travel funding, whether it is for faculty member or M.Sc. student, supports the same (or similar) paper only once. In other words, paper previously presented by the applicant or his or her supervisor (or committee member) and supported by the Dean's Office will not be supported again.
- Funding is available for one student presenter. If both a M.Sc. student and his or her thesis supervisor (or committee member) wish to present the same paper at the same conference, the student will be supported, provided that (s)he will make a full presentation, whereas the faculty member could separately apply for the FOB Conference Travel Support grant. In such a case, usual policy and guidelines for the FOB Conference Travel Support grant apply.

In addition, although expenses associated with travel are reimbursed using a number of FOB generated resources, we must still adhere to travel expense policies set by the University. Details of these policies can be found at: [http://www.brocku.ca/finance/infopolicies/Travel\\_Related\\_Expenses.pdf](http://www.brocku.ca/finance/infopolicies/Travel_Related_Expenses.pdf).

Please note that these policies require the submission of itemized receipts for meal costs as well as boarding passes for airline travel. Travel expense claim forms are processed at the department level for submission to the Dean's office.

Application form for a 2011-2012 M.Sc. student conference travel grant is available on the FOB website. An application form along with proof of acceptance for conference presentation should be sent to the Associate Dean of Research and Graduate Programs prior to your conference attendance for pre-approval. Please note that pre-approval process is a must for every M.Sc. student.