

**GSB M.Sc. Student Conference Travel Support
Policy and Guidelines**

Background:

The main purpose of the Goodman School of Business (GSB) M.Sc. student conference travel support grant is to provide Goodman M.Sc. students with opportunities to showcase their research projects, to build relationships with professors and students from other academic institutions, and to develop their presentation skills at major conferences in Canada, the United States, and overseas. The Dean’s Office strongly believes that supporting Goodman M.Sc. students through this type of financial aid will boost their intellectual advancement in academic setting and also will provide the GSB with leverage to attract more students into Goodman M.Sc. programs.

Policy and Guidelines

The objective of the policy is to provide second-year M.Sc. students with financial support to attend one conference, given that a student makes a full presentation at a research-based conference in Canada, the United States, or overseas. Simply attending a conference without making a paper presentation will not qualify for this grant.

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

- Student must be officially registered in the 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 and 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 GSB M.Sc. student conference travel funding supports the same (or similar) paper only once. In other words, a 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 an 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 GSB Conference Travel Support grant. In such a case, usual policy and guidelines for the GSB Conference Travel Support grant apply.

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Expenses associated with travel are reimbursed according to travel expense policies set by the University. Details of these policies can be found at:

<http://www.brocku.ca/finance/Policies-and-Procedures/Personnel-Reimbursement>

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.

An application form for the M.Sc. student conference travel grant is available on the GSB website at: <http://brocku.ca/business/current/graduate/forms>. The application form along with proof of acceptance for conference presentation should be sent to the Associate Dean of Research and Graduate Programs prior to the conference attendance for pre-approval.