**COVER PAGE**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student UNI: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Background:** Pending the availability of funds, PhD students in their first 2 years can apply for up to $3,000.00 for one field trip that may serve as a feasibility study to plan one’s dissertation research.

**Under no circumstances will these funds be released to students who have already commenced dissertation research:** these funds are for planning that research, not for executing it! In the same spirit, funds will not be paid for equipment (this should come out of research grants).

**Note:** For this expense, it is possible to request a Travel Advance. Please submit the forms to the **Director of Administration & Finance** at least 2 weeks in advance (and more if it is near closing of the fiscal year), and be sure you are informed about what kinds of expenses are allowed. After your trip, a Travel and Business Expense report must be made, along with supporting documentation (original receipts!) for how the advance was spent. It is essential that you keep meticulous and accurate records, along with original receipts, and that you turn these in within 2 weeks of your return.

**Deadline for submission: March 1st**

**Earliest expected release date for funds if approved: April 15th**

**Please submit your proposal electronically and deliver a hardcopy of the proposal and coversheet to the Director of Administration & Finance.**

**Proposal Title:**

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Committee’s Signatures indicating that the following proposal has been read, approved, and is in accordance with the policy that requested funds will be for preliminary research travel, not for dissertation research already commenced.

**Advisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Committee member:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Committee member:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PLEASE DO NOT WRITE IN THIS SPACE

Reviewer comments:

Recommended funding:

Funds to be allocated:

Proposal Text (no more than 4 pages, 12 pt font, single spaced).

Please specify:

1. the work you will undertake
2. how the work relates to your developing dissertation project
3. why this work is preliminary
4. provide a detailed and justified budget.

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