

2023 SGS Conference Grant

Award Overview

Deadlines:	Online application opens: January 2023 Online application closes: March 31, 2023, at 4:30 pm
Value/Duration:	Variable
Level of Study:	Full-time master's or doctoral students
Required Legal Status:	Domestic or international
Results:	Late April 2023

Application Cycle Timelines

Cycle	Application Opens	Deadline	Departure date must fall within the eligible time frame	Results
Winter 2023	January 2023	March 31, 2023	December 1, 2022 – August 31, 2023	Late April
Summer 2023	May 2023	July 31, 2023	April 1, 2023 – December 31, 2023	Late August

Purpose

The [SGS Conference Grant](#) provides financial support to encourage eligible students to actively present their research at an academic conference during the early stages of their graduate studies.

This grant aims to provide successful applicants with funds to cover at least the applicant's minimum registration fee for the proposed conference. Depending on the availability of funds, in-person presentations that require travel may receive a top-up amount based on the location of the conference; virtual presentations will be eligible for funding to cover the registration fee portion only.

Eligibility

Students may apply for an SGS Conference Grant to support virtual or in-person conference presentations. Students travelling internationally, must be pre-approval to travel from the University Safety Abroad Office before departing for in-person conferences – please refer to the Safety Abroad section below.

To apply for the Winter 2023 application, students must:

- Be registered with the [Safety Abroad Registry](#) and complete the [Safety Abroad website](#) see the Safety Abroad section below;
- Be registered full-time with the School of Graduate Studies in a graduate degree program at 1) the time of application and 2) on the date of the conference (note: most students are not registered in the session during which convocation is held);
- Be actively presenting their own research relevant to their current degree program during the eligibility period of December 1, 2022 – August 31, 2023;
- Have not exceeded the maximum support (see below) for SGS Conference Grants within the same graduate degree (see exceptions for direct-entry or “fast-track” doctoral students).

NOTE 1: Students must demonstrate that they meet all eligibility requirements at the time of application submission.

NOTE 2: Preference is given to students who are in the early stages of their program, therefore SGS Conference Grants are typically not awarded to students beyond the [program length](#) required for their degree.

Maximum Support

Graduate students are eligible to collect up to **three (3)** SGS Conference Grants per graduate degree:

- One (1) in-person* conference and two (2) virtual conferences.

Exception: direct-entry or “fast-track” doctoral students are eligible to collect one (1) additional in-person SGS Conference Grants for a maximum of two (2) in-person conferences per degree.

Value

The value of the SGS Conference Grant varies as it is based on the applicant’s minimum registration fee for the conference. Location-based top-ups may be available for in-person presentations requiring travel, depending on the availability of funds in any given application cycle. The SGS Conference Grant value is not impacted by other sources of support reported by the student on the application.

SGS Conference Grants are calculated using the following information from the completed online application:

- Applicant’s minimum registration fee for the conference;
- Location of the conference (funds permitting); and
- The number of eligible applicants per cycle.

The grant is not intended to provide dollar-for-dollar reimbursement for conference expenses. As such, transportation, accommodations, and other related expenses are not taken into consideration when determining grant values. Applicants are expected and encouraged to seek support from various other sources to supplement their travel and other related expenses.

Safety Abroad

IMPORTANT: Travel for in-person conferences that is conducted without prior completion of all Safety Abroad requirements will render a student ineligible.

Please also be aware that restrictions around travel may change without any notice. As such, please stay up to date with all communication from the university.

Safety Abroad procedures are **mandatory** for all U of T students travelling internationally, including to the U.S.A., and must be completed before the travel occurs (regardless of receiving SGS Conference Grant support). Students residing in the same location as their research activity, are not exempt from Safety Abroad requirements.

The following steps must be completed (subject to change)

- Ensure your travel is entered in the [Safety Abroad Registry](#)
- Complete a [Safety Abroad Workshop](#) (verification of completion is required for grant payment)
- Secure appropriate and sufficient [Travel and Health Insurance](#)
- Review your destination’s [Global Affairs Canada Travel Advisory](#)*

When planning or engaging in any academic-related travel, please ensure you are fully compliant with all university travel guidelines and restrictions. For the most up-to-date information, refer to the [U of T COVID-19 Information for Students webpage](#).

*For travel to higher risk locations, see the “Travel Advisories” section of the [Safety Abroad website](#)

Application Process

Full instructions are available on the [SGS Conference Grant webpage](#). The Fall 2022 SGS Conference Grant online application will be available from **January 2023 until March 31, 2023. at 4:30 pm.**

- Applicants will use their [UTORid and password](#) to access the application;
- The application can be saved in draft form after completing the second page but will time out after two hours;
- Applicants will have the ability to enter the date by which their supervisor/advisor must complete their portion of the application, which will then be included in the notification email issued by the system. This date must be **before the SGS Conference Grant deadline** for the current cycle;
- Applications are considered complete once the supervisor/advisor has submitted their portion of the online application;
- Applicants are responsible for monitoring their application and contacting their supervisor/advisor to ensure that they complete their portion before the SGS Conference Grant deadline; and
- The application cannot be modified after submission, however, applicants can request their application be unsubmitted and returned to Draft, edit/correct the information and then re-submit. The application that has received the most recent approval from the supervisor/advisor will be considered.

Applicants are encouraged to:

- Verify the accuracy of their supervisor/advisor’s email address to ensure the application is sent to the correct email address for completion;
- Notify their supervisor/advisor early, letting them know that the SGS Conference Grant application will require their approval, and advise them of the deadline;
- Be mindful of the deadline date to ensure their supervisor/advisor completes their portion by the SGS submission deadline; and
- Review the application carefully before submitting; ensure all values are entered in **Canadian dollars**.

Results

All Winter 2023 applicants will receive an email with their result via their U of T email address by Late April 2023. Successful applicants will receive information regarding the offer value and the terms and conditions of the grant. Details regarding a change request or deferral are available on the [SGS Conference Grant webpage](#).

Payment Activation

Grant recipients must request payment of their grant funds within 30 days of the conference presentation taking place or the date of the SGS Conference Grant Offer letter if the conference has already occurred upon notification of the results (full details regarding payment activation are on the [SGS Conference Grant webpage](#)). Failure to submit a completed Payment Activation Form by the deadline will result in the cancellation of the grant offer. Please note that the original letter of offer indicates the maximum value of the grant based on the original information provided in the application. Any changes to the reported conference registration fee or location may result in a reassessment and subsequent reduction of the grant if the change is significant.

To receive payment, grant recipients must complete an SGS Conference / Research Travel Grant Payment Activation Form via the SGS Forms Tool and upload the following required documents:

1. Proof of conference presentation (e.g., conference program or agenda, showing student's name and a presentation title, conference name and location);
2. Conference registration fee receipt showing the amount paid; and
3. Proof of online U of T Safety Abroad Workshop completion (for in-person presentations outside of Canada only): screenshot or printout of the Module Completion Status page showing the recipient's UTORid and completion of all four modules.

Note: The Conference Grant Office will confirm the student's completion of the Safety Abroad Registry directly with the Safety Abroad Office.

Please allow two to three weeks for payment through ACORN, upon submission of a completed SGS Conference / Research Travel Grant Payment Activation Form and all required documents.

Note: Grant recipients are responsible for adhering to the payment requirements of any other grants or funding sources related to the same conference/travel (e.g., their Faculty, a supervisor's grant, an external award agency). This includes retaining and submitting the same or potentially different documentation/receipts to other administrative offices.

Contacts & Resources

For more information, please visit the [SGS Conference Grant webpage](#) or contact:

Financial Aid & Advising
School of Graduate Studies
conferencegrant@utoronto.ca
(416) 978-2839