

# Herzberg Travel Awards

**Latest time-interval for consideration: please talk  
with the Graduate Affairs Secretary**

Revised July 26<sup>th</sup>, 2016

The Herzberg Travel Fund provides support to graduate students in the Department of Physics and Engineering Physics to travel to scientific conferences/meetings or other institutes necessary for student's program of studies.

The student must be good standing academically and registered in either a M.Sc. or a Ph.D. program in the Department at the time of travel and the award application. In some cases, a Departmental presentation may be requested. Applications will be considered by the Departmental Graduate Affairs Committee and judged on their merits.

The Amount of a full Award is determined based on the available funds, number of applications, and may vary depending on the program (M.Sc. or Ph.D.), type of presentation, and type of travel (domestic or international).

- **The Award can be given for the maximum of 3 times to the same student during each graduate program.**
- **The Amount of an award:**  
1<sup>st</sup> Application: \$1,000 or the amount requested, whichever is less.  
2<sup>nd</sup> & 3<sup>rd</sup> Application: \$500 or the amount requested, whichever is less.

**Note: In case the amount requested is less than the maximum award (\$1000 for 1<sup>st</sup> application and \$500 for 2<sup>nd</sup> & 3<sup>rd</sup> Application), the difference will not be transferred to next round of application.**

- **When a student is transferring to a Ph.D. program, the number of application will be reset.**

**The following information should be included in the application form:**

1. Details on the conference (title, location, dates, sponsoring agency, prestige, and relevance to research area of applicant) or the visiting institute (name of institute, location, dates, research-related activities).
2. Type of proposed (or completed) presentation: invited, contributed, oral, or poster.

3. Detailed budget estimate or statement: this may include such items as travel, accommodations, registration fees, travel insurance, and per diem. Requests must abide by University regulations governing appropriate travel costs. Any other sources of funding, which have been obtained, should be included in the budget.
4. A description of the material (to be) presented and its relevance (at most 2 pages in length): this should be written for physicists who are not specialists in the applicant's research area.
5. The approval of the applicant's supervisor.

After the travel is completed the allocated funds will be dispersed via the standard travel claim procedure. Awards for the past conferences will be paid retroactively by a transfer to the account that was charged for the travel.

**After the conference (and for conferences completed) the following items must be submitted to the GAC:**

1. A final copy of the conference abstract.
2. A copy of the presentation, preferably in electronic form, if possible.

**Given the fact that decisions to travel are now being made quite late in the time intervals set for these Awards, Applications will be considered at the end of the period from September 1st-April 30th, or May 1st- August 31st.**

**Applications for completed travel should be submitted to the Graduate Affairs Secretary as soon as the travel is completed.**

Decisions may be expected ASAP after the deadline of each call for applications.