



Engineering Graduate Society

Travel Award Application Form

Use this form to apply for a McMaster Engineering Graduate Society (EGS) Travel Award, valued up to \$1200CAD depending on the number and quality of the applications. Please verify that this is the most recent version of the Travel Award Application Form, which can be found on the [EGS website \(http://www.macegs.com/\)](http://www.macegs.com/). In addition to your completed application form, please include the submitted abstract (if applicable), a letter of confirmation from the event organizer(s), and proof of your enrolment and status to complete your application and confirm your eligibility. If you are not submitting an abstract, please provide a comparable 250 word document which explains the relevance and/or importance of the event to you as a researcher. Send your completed application to egs@mcmaster.ca.

Applications are due at the end of the first full week of the last month of the academic term the travel period falls in (e.g. first full week of April for travel between January and April). You may apply for the EGS Travel Award for only one event per application cycle (September–August). The applications are evaluated based on the budgeted cost of travel (30%), the reason for travel and its relevance to your research (50%), and the completeness and quality of the application (20%).

Part I: Basic Information

Family Name:

Given Name:

Department:

Level of Study:

MAC e-mail:

Event Name:

Event Location:

Period of Travel: _____ to _____

Have you received an EGS Travel Award during the current academic year? Yes or No
(If you check “Yes,” you will not be eligible to receive an EGS Travel Award this academic year.)

Part II: Budgetary Information

Expenses

For each of the listed categories below, please provide an approximate budget (in CAD), and provide notes where applicable (e.g. Transit: train from airport to venue location):

Expense	Amount	Notes
Flights	\$	
Transit*	\$	
Registration	\$	
Accommodation	\$	
Meals	\$	
Total	\$	

*proof of incurred transportation costs must be appended (see Additional Attachments for details).

Funding Sources

For each of the listed sources below, please indicate whether funding has been requested or confirmed, and the corresponding amount:

Funding Source	Requested		Confirmed		Amount
Supervisor [†]	Yes	or No	Yes	or No	\$
Department	Yes	or No	Yes	or No	\$
Other	Yes	or No	Yes	or No	\$

[†]Supervisor initials

If you did not request funding from any of these sources (excluding “Other”), please explain why:

Part III: Reason for Travel and Relevance to Research

In the space provided below, in less than 500 words, please describe the reason for your travel, its relevance to your research or professional development, and your financial need for the funding:

Additional Attachments

In addition to the completed application form, please include the following as attachments to complete your application and confirm your eligibility for an EGS Travel Award:

- The abstract submitted to the event (if applicable);
 - In the case you are not submitting an abstract, please provide a comparable 250 word document which explains the relevance and/or importance of the event to you as a researcher;
- A letter of acceptance from the event organizer(s);
- Proof of attendance/registration from the event organizer(s);*
- Proof of incurred travel expenses;* and
- Proof of McMaster Engineering enrolment and status.†

*In the event that this document is unavailable by the application deadline, please note when the document will be available for submission. In this scenario, applicants selected to receive an EGS Travel Award will be tentatively approved, pending submission of this document. Please contact egs@mcmaster.ca for more details regarding this deadline.

†This confirmation is available for download on MOSAIC.

Applicant's Declaration

I declare that the information provided in this application is accurate, true, and complete:‡

Applicant's Signature: _____ Date: _____

‡Please be advised that any attempt to fraudulently misrepresent yourself to McMaster University, McMaster's Faculty of Engineering, McMaster's EGS, The EGS Travel Awards Committee, their partners, and/or affiliates will be seen as a direct violation of McMaster's [Code of Student Rights and Responsibilities](#) (page 7, section III, point 32, subsection k). Any attempt will be reported, appropriate action will be taken, and it will disqualify the applicant from all future EGS awards/grants/stipends.

Supervisor's Declaration

I, Dr. _____ acknowledge that _____

will be attending _____ on _____

Supervisor's Signature: _____ Date: _____