

Graduate Mobility Award – Faculty of Science Fall 2018/Winter 2019

Overview

Funding for the Graduate Mobility Awards (GMAs) is provided by Graduate and Postdoctoral Studies (GPS) to enhance graduate education by supporting novel research travel opportunities.

Deadlines

Submit your application to the Faculty of Science for review by **November 1, 2018, February 1, 2019** or **April 1, 2019**.

How to Apply – follow these instructions carefully to ensure prompt review of your application.

1. You will be completing the application form at the [GPS web site](#), but **you will not be uploading it to GPS at this point**. Instead, submit your application to the [Faculty of Science](#) for review and Associate Dean signature.
 - a. Make sure you are [eligible](#) and that your travel plans fit the review criteria (see below).
 - b. Complete a Graduate Mobility Award [application form](#). Make sure to follow the budget guidelines outlined in the **FAQ** below.
 - c. Get the application signed by your **Supervisor** and **Graduate Program Director**. **The Associate Dean signature is not required at this point**. See also the FAQ below.
 - d. Collect supporting documents, including your CV and a letter of support from your McGill supervisor. The Faculty of Science **does not require** the completed travel registry at this step in the process, but **does require a letter of support from your host supervisor or equivalent**.
 - e. Combine all documents into a single pdf named: GMA_201819_LASTNAME_Firstname and submit to gradstudies.science@mcgill.ca for review.
 - f. If approved, your application will be signed by the Associate Dean and returned to you by email. You will then submit your signed approved application to **GPS** to receive the funds.

Approval process and review criteria

Applications will be reviewed by the Faculty of Science. To allow students to take advantage of novel research-related mobility opportunities, rather than to pay for travel that was already planned as part of their thesis work, funding priority will be based on the following:

- *the novelty of the opportunity (learn a new skill, develop new collaborations, etc.)*
- *the duration of the trip (trips of less than one month should be well-justified)*
- *the importance and value added by the award to the student's research and/or training.*

Students will be notified by email if their application has been approved for funding.

Questions

Contact your Graduate Program Coordinator or Graduate Program Director for further details. For details about the application/approval process, see the FAQs below.

FAQs

How can I get the signature of the Associate Dean on my GMA application?

Follow steps 1a-e above to submit your application to the Faculty of Science for review. The Associate Dean will sign your application when/if it is approved. GPS will not approve applications submitted to their web site without this prior approval by the Faculty.

How do I fill out the budget?

As indicated on the application form, your total request can include amounts for travel, accommodation and living expenses. **Requests for living expenses above \$30/day must be explained and justified in the application.** Other sources of funding for the travel (such as a travel award, funding from your supervisor, etc.) must be listed on your application; expenses covered by other sources are not eligible for GMA funding.

How do I fill out the Travel Registry form?

Contact your **Graduate Program Coordinator**, who will set up the form for you.

What if my travel dates change?

If your travel dates change, please contact the Faculty of Science (gradstudies.science@mcgill.ca) to determine if we can approve the change by email or if you should submit a revised application. You will also need to update the Travel Registry to indicate the correct dates.

If I have previously received a GMA, can I apply for another award in a future round?

Yes, but priority will be given to qualified applications from students who have not previously received funding through this program.