



NSERC- CREATE Graduate Travel Assistantship

Use this for to apply for CREATE Graduate travel assistantship and to follow the travel guideline.

Instructions:

1. Students completes section 1-2 and forwards to supervisor
2. Supervisor completes section 3 and submit to **CREATE project coordinator**
3. **CREATE project coordinator** reviews the application, if approved, student and supervised get notified with eligible fund.
4. Student can proceed with Conference registration and travel arrangements.

Deadlines:

Minimum of **one month** before conference date

Section 1: Student Information

UW student ID number:-----

Last name:-----First Name:-----

Email:----- Faculty (e.g. Eng):-----

Department (e.g. SYDE):----- Program Level: Master's PhD

Term No in program:-----

Section 2: Conference details

Name of conference: -----

Location of conference:-----

Dates of travel from (dd/mm/yy) -----to (dd/mm/yy) -----

Total estimated expenses -----

I have read and understand all of the CREATE Travel Assistantship guidelines explained on the page 2 and University travel guidelines.

Student signature Date (dd/mm/yy)-----

Section 3: Supervisor approval, financial support and signature (print name and sign)

I confirm that the conference that this student is applying to receive travel funding for is of direct benefit to a University of Waterloo and NSERC-CREATE training program, and is in compliance with the guidelines included below, which I have read.

Supervisor reserved funds \$----- Supervisor name -----

Supervisor signature Date -----

If no supervisor funding will be reserved, provide the reason -----

Section 4: NSERC-CREATE Project Coordinator Review

NSERC-CREATE reserved funds \$-----

Project Coordinator signee name-----

Project Coordinator Signature Date-----

If no CREATE funding will be reserved, provide the reason-----

Section 5: NSERC-CREATE Project Director Approval

NSERC-CREATE reserved funds \$-----

Project Director signee name-----

Project Director Signature Date-----

If no CREATE funding will be reserved, provide the reason-----

Final Decision Summary:

Travel Guideline for Students:

Here is the general guideline: <https://uwaterloo.ca/finance/expenses/guidelines-expenses#4>

Expense Claim Form: <https://uwaterloo.ca/finance/expenses>

Claim includes purpose, dates, destination, prospectus; details of daily claims for expenditures, details of any vehicle used, **and original itemized receipts are required. Credit card payment receipts may also be required to support proof of payment**, original air ticket receipts and **boarding passes** where available.

Steps:

- 1- Read NSERC-CREATE International/National Travel for Exchange and Conference Fund Guideline (Page 4-5)
- 2- Apply for NSERC CREATE Travel assistantship
- 3- Upon approval, proceed with conference registration and travel arrangements
 - a. If air travel: Flight: **Economy** class from Toronto-destination (round trip)-**boarding passes** are required for reimbursement process.
 - b. Transportation from/to airport **Airway transit** in Ontario and similar shuttle services in destination or Taxi. Keep the **receipts**.
 - c. Meals: eligible for 70\$/per day. But if conference provides any meal, partial of total amount will be refunded.
 - d. Accommodation – commercial: Original, detailed receipts must be submitted. If booked on-line, detailed hotel reservation is acceptable only if no detailed receipt provided on check out. Detailed reservation must indicate dates, type of room, rate, total cost and method of payment. Detailed, express checkout documents are also accepted.
 - e. Transportation from your accommodation to conference: Try to book your hotel close by to the conference for your convenience and lowering the costs.
 - f. Original itemized receipts are required. Credit card payment receipts may also be required to support proof of payment
- 4- Collect all the receipts, and fill out the [Expense Claim form](#)
- 5- Submit receipts, conference information and Expense Claim form to CREATE project Coordinator
- 6- You will be reimbursed after financial process.

NSERC CREATE International/National Travel for Exchange and Conference Fund Guideline:

Travel for exchanges

Graduate students participating in the CREATE program will be encouraged to participate in an exchange to another university in Canada, internationally, or with our partners at Sorbonne Universities and UTC. The budget is for \$1000/year/student, accumulated as a travel allowance, which is anticipated to provide a Master’s student with \$2000 support and a PhD student with \$4000 support over the duration of their programs. This could be used for 1 visit (Master’s students) and 2 visits (PhD students), to cover travel and living expenses. This amount would cover costs of attending the summer school in Paris (estimated at \$1000 flight, \$1000 hotel). The summer school is held in Paris every second year.

Conference travel

Students will be encouraged to present their work at prestigious international conferences (such as the IEEE conference on Engineering in Medicine) as appropriate for their field of research. Each student will have access to \$2000/year for conference travel which could be used for 1 conference in North America yearly, or one conference (Europe/Asia) every two years. The estimate for these costs is North America (flight: \$1000, registration \$500, hotel/food \$500) or Europe/Asia (flight: \$2500, registration \$500, hotel/food \$1000). Any additional travel costs will be covered by the supervisors.

The calculation in the proposed expenditure table is as follows: (n=Total Graduates that year).

	Funds	1		2		3		4		5		6	
		n	\$	n	\$	n	\$	n	\$	n	\$	n	\$
Exchanges	\$1000	12	12,000	20	20,000	23	23,000	23	23,000	23	23,000	19	19,000
Conferences	\$2000	12	24,000	20	40,000	23	46,000	23	46,000	23	46,000	19	38,000

FAQ:

- 1) How are students eligible to get Exchange Travel expenses covered from CREATE?
 - MSc and PhD students registered at UW under CREATE program supervised by CREATE co-applicant(s) (both stipend and non-stipend students) are eligible for CREATE travel funds.
 - CREATE provides a Master’s student with \$2000 support and a PhD student with \$4000 support over the duration of their programs.
 - Students must be “in good standing” in terms of their CREATE module progress.
 - The expected travel and its purpose must be submitted to the CREATE coordinator for approval before expenses are incurred. Any expenses incurred without prior approval are the responsibility of the student or their supervisor.
 - The number of CREATE travel allowances are limited (see the table above) and it is possible that at times funding will be denied if the budget has been exceeded.
- 2) How much is the Travel for Exchanges funding by CREATE?

- \$1000/year/student, accumulated as a travel allowance. For example, if you are in the first year of your program and are in good standing, you may request \$1000 for an approved exchange. If you do not travel in your first year, in your second year you could request \$2000 (assuming you are in good standing with the program).
- 3) What CREATE exchange funds can be spent on?
 - Hotel and Flight
 - 4) How do I fund the other costs of my exchange?
 - There are several options here. If your exchange is for the purpose of advancing your research, your supervisor may continue your CREATE stipend during the time period of the exchange. Some other options to fund your exchange may be through the MITACS program. Please note though that it is not allowed to hold CREATE and MITACS funding simultaneously. In some cases, there may be other exchange funds available, depending on the country and the university you are going to.
 - 5) Can non-CREATE students receive CREATE Travel funds?
 - No. This fund is only available to CREATE students.
 - 6) Is there any limit to the length of the travel period funded by CREATE?
 - The length of the travel is not restricted by CREATE, CREATE can only support part of the travel depends on the destination, the rest of the costs should be covered from other sources.
 - 7) Can students carry travel credits forward?
 - Yes. CREATE provides a Master's student with \$2000 support and a PhD student with \$4000 support over the duration of their programs.
 - This could be used for 1 visit (Master's students) and 2 visits (PhD students), to cover travel and living expenses.
 - 8) Who is eligible for Conference Travel funds from CREATE?**
 - CREATE registered students (MAsc and PhD) in good standing are eligible for conference travel funds.
 - The expected travel and its purpose must be submitted to the CREATE coordinator for approval before expenses are incurred. Any expenses incurred without prior approval are the responsibility of the student or their supervisor.
 - The number of CREATE conference travel allowances are limited (see the table above) and it is possible that at times funding will be denied if the budget has been exceeded.
 - 9) How much is the Conference Travel funding by CREATE?
 - Each student will have access to \$2000/year for conference travel.
 - 10) What costs can be covered by CREATE Conference Travel funds?
 - Flight, registration, hotel, and food are eligible expenses.