

## Graduate Studies in Computer Science Graduate Student Travel Fund

The Computer Science Graduate Student Travel Fund is intended to encourage domestic students to present their research at regional, national and international conferences.

### Value

Up to \$700 per application is available. Funding is subject to the availability of funds in the program's travel budget.

### Deadline

Applications must be received within six months of the conference date. Applications will be considered on a first come, first served basis each fiscal year (May to April). Complete applications, requested documentation and original receipts can be submitted before or after the conference.

### Eligibility

The student applying for Computer Science travel funding must be:

- An author of an accepted peer-reviewed paper with a minimum length of four pages. Only one student author per paper will be funded.
- Registered as a domestic student in the Computer Science MSc or PhD program at the time of application and conference attendance
- In good academic standing

### Application

The student must submit a scan of the Travel Fund Application form (in PDF format) to the Computer Science Graduate Program Administrator by email to [computerscience@ryerson.ca](mailto:computerscience@ryerson.ca). Include the following items with the application, where applicable:

- A copy of the paper that has been accepted to the conference
- Proof of presenting at the event (e.g., copy of the acceptance letter from the conference organizer)
- Reviews of the paper
- Responses to applications for other sources of funding
- Ryerson International risk assessment and Liability Waiver

Keep the paper copy of the application with the original signatures and submit it after the trip, along with the Expense Claim Form (page 3 of this document) and completed Faculty of Science "Paper of the Month" questionnaire (page 4 of this document). Keep all original receipts, proof of payments and, if applicable, boarding passes.

### Expense Claim

The student must submit a Travel Expense Claim Form to the Computer Science Graduate Program Administrator, with the signed copy of the Travel Application Form and original receipts, proof of payments and/or boarding passes, following the trip.

### Faculty of Science "Paper of the Month" Questionnaire

When submitting a Travel Expense Claim form, the student must also answer a brief questionnaire put together by the Faculty of Science, and email responses to the Computer Science Graduate Program Administrator at [computerscience@ryerson.ca](mailto:computerscience@ryerson.ca).

Eligible travel expense claims will not be processed until responses to the questionnaire have been received. The student agrees to allow the Faculty of Science to use these responses to publish a story about their research on the Faculty of Science "Paper of the Month" web page: <http://www.ryerson.ca/science/research/paperofthemonth/>, and to answer any additional questions needed to put together a "Paper of the Month" story.


 RYERSON UNIVERSITY

Graduate Studies in Computer Science

### Graduate Student Travel Fund Application Form

Student Information		
Name:	Student ID#:	
Supervisor(s):	Program: <input type="checkbox"/> MSc <input type="checkbox"/> PhD	
Event and Paper Information		
Conference name:		
Conference web site:		
Conference location:		
Conference date:		
Title of paper:		
Authors of paper:		
Ryerson International – Risk Management Abroad		
<p><b>For travel outside of Canada</b>, students must complete a pre-departure risk assessment via the Ryerson International web site: <a href="http://www.ryerson.ca/ri/">http://www.ryerson.ca/ri/</a>.</p> <p>A copy of the risk assessment and mandatory Liability Waiver must be submitted with this travel fund application, or the application will not be considered.</p>		
Financial Information – Best estimated travel budget required for the trip (in Canadian \$)		
Conference registration	\$	
Accommodation	\$	
Transportation (air, sea, train etc.)	\$	
Other (specify)	\$	
Total budget (in Canadian \$)	\$	
Financial Information – Other funding sources		
Faculty Supervisor funding support	<input type="checkbox"/> Yes	Amount: <input type="checkbox"/> No
YSGS <a href="#">Grad Student Funding</a>	<input type="checkbox"/> Yes – I have applied	<input type="checkbox"/> No
Ryerson International ( <a href="#">ICRSF</a> )	<input type="checkbox"/> Yes – I have applied	<input type="checkbox"/> No
RSU <a href="#">Graduate Council</a> – Travel Grant	<input type="checkbox"/> Yes – I have applied	<input type="checkbox"/> No
CUPE 3904 Unit 3 (GA <a href="#">General Assistance Fund</a> )	<input type="checkbox"/> Yes – I have applied	<input type="checkbox"/> No
Other sources (specify):		
<p><b>NOTE: Students must apply for the YSGS, ICRSF, RSU and CUPE funding sources to be eligible for Computer Science travel funding. The fund decisions are required for the travel expense to be processed by the program. If you have checked "No" to any source, please provide a written explanation on a separate page.</b></p>		
Name (please print)	Signature	Date
Student:		
<p><i>Faculty supervisor signs to acknowledge the student's travel is an academic pursuit and is related to their Master's or Doctoral dissertation research.</i></p>		
Supervisor:		
<b>FOR OFFICE USE ONLY: PROGRAM DIRECTOR APPROVAL: <input type="checkbox"/> SIGNATURE: _____</b>		


 RYERSON UNIVERSITY

Graduate Studies in Computer Science

**Graduate Student Travel Fund Expense Claim Form**

Please submit this form, with the signed copy of your travel application form, to the Computer Science Graduate Program Administrator after your trip.

<b>Student Information</b>			
Student Name (Print):		Student ID#:	
Cheque mailing address:			
<b>Expenses being claimed – List amount(s) you are claiming for reimbursement</b>			
	A: Canadian \$ receipts	B: Foreign \$ receipts	
Conference registration			
Accommodation			
Transportation (air, sea, train etc.)			
Others (specify)			
	Total (A)	Total in Foreign \$	Equivalent Canadian \$ (B)
		Total (A)+(B) in Canadian \$	
<b>Signature</b>		<b>Date</b>	
Student (Please sign):			
<i>Student signs to acknowledge that this claim is an accurate statement of the expenditures covering the intended travel stated in the fund application. Student agrees to allow the Faculty of Science to publish an article about this research (based on answers to the questionnaire on the following page) on the "Paper of the Month" web page.</i>			
<b>FOR OFFICE USE ONLY:</b>		<b>PROGRAM DIRECTOR APPROVAL:</b> <input type="checkbox"/>	<b>SIGNATURE:</b> _____

**NOTE:** If you do not have a record of the exchange rate, you may look up the historical exchange rate using Oanda's online service, <https://www.oanda.com/currency/converter/>. Include a print out of the rate if you use Oanda's service.

The logo for Ryerson University, featuring the text "RYERSON UNIVERSITY" in white capital letters on a blue rectangular background with a yellow vertical bar on the right side.

RYERSON UNIVERSITY

Graduate Studies in Computer Science

## Faculty of Science “Paper of the Month” Questionnaire

When submitting a Travel Expense Claim form, please answer the following questions and send your responses by email to the Computer Science Graduate Program Administrator at [computerscience@ryerson.ca](mailto:computerscience@ryerson.ca).

Eligible travel expense claims will not be processed until responses to the questions below are received. The student agrees to allow the Faculty of Science to use these responses to publish a story about their research on the Faculty of Science “Paper of the Month” web page: <http://www.ryerson.ca/science/research/paperofthemonth/>.

### Questions:

1. Explain for a general audience the importance of your research. This should include briefly contextualizing it within the current state of knowledge and/or practice in your field. Also, if relevant, please comment on the potential practical impact of your research (e.g., clinical or industrial applications).
2. What is your main contribution?
3. Please share any interesting stories involved in doing this research.
4. What have you enjoyed the most during your graduate studies at Ryerson, or what are your fondest memories?
5. Where has the funding for your research come from?
6. Please provide the title of your paper and the journal in which the paper was published, and a link to the paper if possible.
7. Please provide a photo of yourself and, if possible, images of the research data.