

# SGS Conference Grant Terms and Conditions

## REGISTRATION

To collect your SGS Conference Grant, you must be registered full-time in a graduate degree program when:

- actively presenting your research at the academic conference; and
- submitting your Payment Activation Form (and other required documentation)

## TIMEFRAME

Each SGS Conference Grant cycle is assigned a specific timeframe and offers cannot be deferred.

- **Fall cycle** – Supports conferences that take place from September - March
- **Winter/Spring cycle** – Supports conferences that take place from March - September

## CHANGES

If you do not present at a conference within the appropriate cycle's timeframe, the grant will be revoked.

If you present at a different conference than the one proposed in your application, you may request approval for the new conference if:

- the conference occurs within the appropriate cycle's timeframe; and
- your Supervisor/Advisor approves the new conference

The value of the grant will not increase based on the new registration-fee and/or location, however the grant **may be reduced** if the new conference has a significantly lower registration-fee and/or different location than the event initially proposed within your application.

## ARREARS

If you have arrears (from the previous academic year), the SGS Conference Grant will not be processed until the arrears have been fully cleared.

## REQUIRED DOCUMENTATION FOR PAYMENT COLLECTION

Documents printed in a language other than English must be accompanied by an English translation.

### 1. Payment Activation Form

### 2. Registration-fee Invoice

Receipt/invoice from conference organizer showing the registration-fee amount paid and the title of the conference

- If the amount listed is significantly different from the proposed amount within your application, the value of the grant will be adjusted accordingly
- If the invoice is in a currency other than Canadian dollars (CAD), you must also provide a conversion showing the foreign currency amount and its equivalent amount in Canadian dollars (CAD); and/or

### 3. Active Participation

- Printed copy or screen-shot of the online programme showing conference's title and location, your name and title of presentation; **or**
- Official certificate of attendance/participation from conference organizer showing conference's title and location, your name and title of presentation

### 4. Change of Event/Location Request Form (if applicable)

Signed by both you and your Supervisor/Advisor if you presented at a different conference than the one proposed in your application.

## DEADLINE

You are strongly encouraged to submit the materials to collect your grant within two weeks after the conference has occurred. **Uncollected grants will become void by the appropriate collection deadline** (listed within your offer letter and on the Payment Activation Form).

## SGS Conference Grant Payment Activation Form

To collect your SGS Conference Grant offer, **complete and submit this Payment Activation Form** (with the other required documentation) by the appropriate deadline below. We strongly recommend that your materials be submitted within two weeks after the conference – **uncollected grants will become void by the collection deadline:**

Winter/Spring cycle: **October 15<sup>th</sup>**

Fall cycle: **April 15<sup>th</sup>**

Last Name (as it appears on <a href="#">ACORN/ROSI</a> ):	First Name:
Student Number:	U of T Email Address:
Graduate Unit:	Location of Academic Conference (eg: London, England):
Actual registration fee paid (as indicated on attached invoice):	Date of Active-Participation at Academic Conference:

### PAYMENT COLLECTION

- Did you actively-present at the academic conference proposed within your original application?  
Yes  
☐ **No** – if No, please complete and submit a **Change of Event/Location Request Form**
- Scan and email all required documentation (see "[Payment Activation](#)" section) to [conferencegrant@sgs.utoronto.ca](mailto:conferencegrant@sgs.utoronto.ca)
- Set up direct-deposit on your ACORN/ROSI account (view the steps under [Award Instalments-SGS Payment Policy](#)).

### SAFETY ABROAD

U of T's [Safety Abroad Guidelines](#) are a shared responsibility with which all students must comply. Failure to complete the necessary procedures before travelling abroad may result in withdrawal of emergency support, funding or academic credit.

As per our website, all SGS Conference Grant applicants are required to review the [Safety Abroad Office's "Student Responsibilities" webpage](#) to ensure their responsibilities are completed before their travel occurs.

I have <b>registered</b> in the Safety Abroad Database:	Yes	<b>No</b>	N/A traveling within Canada
I have <b>completed</b> a Safety Abroad Workshop:	Yes	<b>No</b>	N/A traveling within Canada

If " <b>No</b> " to either of the above questions, please <b>explain</b> why:	
Student's Signature:	Date:

# SGS Conference Grant Change of Event/Location Request Form

Submit this form – along with all other required documentation – if you attended a **different** conference and/or location that what was proposed within your application.

If your request is approved, the value of your grant may be adjusted if there is a **significant** difference between the new and previous location and/or registration fees. You will be advised of any adjustments.

Last Name:	First Name:
Student Number:	U of T Email Address:
Graduate Unit:	Value of Approved Grant: \$
Proposed conference location (city, country):	New conference location (city, country):
Proposed registration-fee:	New registration-fee:
Reason for request:	
Student's Signature: _____ Date: _____	

**Supervisor's approval:**

<input checked="" type="checkbox"/> Yes, I can confirm the above details provided by the student and approve this request to change the event / location for this recipient.		
Supervisor's Name (print):	Supervisor's Signature:	Date: