

Research-based Graduate Student Conference & Research Dissemination Fund (Forestry R-CRDF)



THE UNIVERSITY OF BRITISH COLUMBIA
Faculty of Forestry

Eligibility

- Before applying for reimbursement from the Forestry R-CRDF, students must first apply for and receive the [Travel and Research Dissemination Fund](#) (TRDF, \$500) available from the Faculty of Graduate & Postdoctoral Studies (G+PS).
- PhD, MAsC and MSc students are eligible for Forestry R-CRDF, once per degree program, to a maximum of \$600, pending funding availability. Funding is limited and will be paid on a first-come, first-served basis to eligible applicants. This fund does not provide advance payment, only reimbursement.
- Expenses associated with a presentation at a conference or symposium or with open access publishing are eligible for reimbursement. See further details below.
- Killam Doctoral Fellows: you must apply for funding from the [Killam Fellowship Travel and Research Allowance](#) before applying to the G+PS TRDF or the Forestry R-CRDF. Killam Postdoctoral Fellows are not eligible for the G+PS TRDF nor the Forestry R-CRDF.

Presentation Requirements

- Students must have presented a paper or poster, virtually or in-person, at a conference or symposium. Student workshops are not eligible.
- The conference or symposium must have taken place while the student is enrolled full-time in a Forestry PhD, MSc or MAsC program.

Eligible Expenses

- Registration fees
- Air (economy only) or other travel (e.g. bus, train)
- Accommodation
- Meals

For information about per diem rates and other eligible travel expenses, please see [UBC Policy FM8 - Travel and Related Expenses](#).

Open Access Publishing

Please be sure to [learn about open access publishing](#) before submitting to journals/publishers, and be particularly aware of the risks associated with “predatory publishers”.

- For journals, any included in the [Directory of Open Access Journals](#) (DOAJ), or those whose editorial policies meet the [criteria for inclusion](#) in DOAJ, are eligible.
- If students have a peer-reviewed publication accepted for open access publication and the open access incurs a fee (often, “article process charge”) from the journal or publisher, students may apply for reimbursement of this fee.
- The student must be enrolled in a Forestry graduate program at the time of acceptance of the publication.

Eligible expenses for open access publishing

- article processing charge

Note: We are opening this fund up to reimbursement for open access publishing in response to travel restrictions due to COVID-19. As we would like to respond quickly, we have not yet set up processes fully. If you have recently or will shortly publish open access, please email forestry.grad-awards@ubc.ca so that we can learn from your case to create a process/form for future applications.

Required Documents

- Copy of Award Offer letter (Notice of Award) from G+PS as well as a copy of the G+PS TRDF application form you signed and submitted, indicating which costs were already claimed.
- Completed Forestry R-CRDF fund application form.
- Proof of conference or symposium presentation. This can be a copy of the conference program (preferred), or an official letter or email listing your name as a presenter and including the title of your presentation and/or poster.
- All original, itemized, and dated receipts* up to \$600. Credit card statements are not acceptable.
 - If claiming meals, you must also include a complete conference program. Actual meal receipts or per diem may only be claimed for meals not provided or included in the conference registration.
 - Paper airline tickets must be accompanied by the travel agency invoice. For electronic tickets, a copy of the itinerary/receipt can be submitted. All invoices must show the ticket number, breakdown of cost, and form of payment. If you received a boarding pass, please submit it with the receipts.

**If payment was covered by your supervisor, refer to instructions below for receipt submission.*

Payment Information

- It normally takes two to four weeks for reimbursements to be processed. Payment is processed centrally via UBC's Financial Services office and made via cheque or direct deposit.
- Please retain original receipts for 5 years.

Reimbursement to UBC Faculty Supervisor

- If your supervisor covered your travel expenses, we can transfer the appropriate funds up to \$600 to the faculty member's research account.
- In this case, you must submit copies of receipts that were submitted to your faculty supervisor's department office (FRM, FCS, WS) for reimbursement, and a copy of the travel/payment requisition originally submitted by the department office to forestry.grad-awards@ubc.ca.

Application and accompanying materials should be submitted to forestry.grad-awards@ubc.ca.

Application Checklist:

This checklist shows all the required documents needed for the reimbursement.

Graduate Registration

- I was registered as a full-time PhD, MASc, or MSc student in Forestry at the time of the conference.

Graduate Student Travel Award Application

- I have dated, signed, and completed all relevant sections of the Travel Claim Form.
- I have read [UBC Policy FM8](#) and Application Instructions.
- My faculty supervisor has signed the Travel Claim Form.

Proof of Presentation

- I have included a copy of the conference program or invitation letter listing my name and the title of my poster/presentation.
- I have highlighted my name and the title of my presentation/poster in the program.

Receipts

- I have attached original, itemized, and dated receipts up to \$600.
- There is no missing receipt. (If there is any missing receipt, I have included a completed Missing Receipt Form*.)
- I have included all other necessary supporting documents.

Previous Travel Claims

- Yes, I have received all my eligible funds from the \$500 G+PS TRDF. I am submitting a proof of G+PS TRDF transaction and its supporting document (details/breakdown of \$500 - which cost was covered by G+PS TRDF).
- I have not previously received funds from the Forestry R-CRDF, or I have previously received funds from the Forestry R-CRDF but have not reached my \$600 allocation.

Killam Doctoral Scholar

Holders of [Killam Doctoral Scholarship](#) should apply for [Killam Fellowship Travel and Research Allowance](#) before applying to the G+PS TRDF or the Forestry R-CRDF. Killam Postdoctoral Fellows are not eligible for the G+PS TRDF nor the Forestry R-CRDF.

- I am a Killam Doctoral Scholar, but I have already maximized my Killam Fellowship Travel and Research Allowance.
- I am not a Killam Doctoral Scholar.

*Missing Receipts:

UBC has strict guidelines regarding claims submitted without valid receipts. Under special circumstances, small expenses where the receipt is lost or was never issued may be allowed on condition that the claimant and the supervisor sign a [Missing Receipt Form](#) attesting to the loss of the receipt and that the expense will not be claimed through any other source. Read more on [UBC Policy FM8](#).

Reimbursement is to be made to faculty supervisor (if applicable)

If any expenses are to be reimbursed to faculty supervisor, the information is required.

Speed chart	Account	Fund
Dept ID	Project/Grant	\$ Amount

- I have attached copies of original receipts that were submitted to faculty supervisor or department for reimbursement.
- I have attached a copy of the travel/payment requisition originally submitted by department to Financial Services.

Claim Form *Attach all original receipts. Only fill in applicable fields.*

Department/Degree Program		UBC Student Number	
Name of Payee/Traveler		Email address	
Supervisor's Name		Supervisor's Signature	
*Mailing address (where cheque will be mailed)			Post/Zip Code
Purpose of activity (include name of conference/workshop/course if available)			
Title of paper/poster presented (if applicable)			
Duration of Activity			Travel To (if applicable)
from (mm-dd-yy)	to (mm-dd-yy)	number of days	City, province/state, country

Expenses	Foreign Amount	CDN \$
Airfare		
Airport Improvement Fee		
Car Rental		
Gas for Rental Car		

Personal Car Mileage					
From	To	# of km	Unit Price		
			\$0.49		
			\$0.49		

Parking	Foreign Amount	CDN \$

Meals	Dates	Per Diem Rate	OR Receipt Rate		
Breakfast		\$14.00			
Lunch		\$16.00			
Dinner		\$30.00			

Accommodation	Foreign Amount	CDN \$
<i>Room and tax only, movies and minibar charges are not allowed</i>		

Registration Fees	Foreign Amount	CDN \$

Other Items Purchased For/During the Activity (supplies, phone costs, gifts, etc. Please list below.)		

Total Claim		
Less Allowance		
Total Reimbursement		

* I certify that the information entered above is true and complete, and that the payments or expenses reported herein comply with UBC policies and the sponsors or donor terms and conditions where applicable. I further certify that this claim is related to UBC business and I will not claim the expense from other sources.

Print Name		Certification Signature of the Payee/Traveler
Date		