

Dear UoG graduate students and advisors,

The committee is delighted to have been able to support the conference activities of many University of Guelph graduate students over the course of 2024. We are happy to announce that the Braithwaite scholarships will be available in 2025 due to the continued generosity of the program donor. The purpose of this communication is to provide additional information for students on how to put together a budget to improve their applications as the committee will be looking at the submitted budgets with a more critical eye in the future. We will continue to strongly support applications where the student has been accepted for either an oral or poster presentation. We do not support travel to educational courses. The committee meets once monthly on average; we do not assess applications immediately on receipt. The further in advance of the conference date the application is made, the easier it is for the student to plan based on the amount of support that may be granted.

While many students have read the instructions on how to develop a budget and have submitted accurate, detailed estimates, it is obvious others have not. We will no longer be recalculating and adjusting budgets when students have made obvious errors, which are often to their own detriment. Applications with budgets lacking in substantive detail will simply be rejected (e.g., hotel: 500\$, travel: \$1,000). We have also noted instances where there appeared to be a degree of “padding” or creativity in budgeting. The committee can ask for receipts to support the use of the funding provided. Students who are found to misuse their scholarships will be blocked from subsequent applications. We recognize that it may be impossible to precisely account for all costs, but a reasonable effort should be made. The following guidelines are intended to assist in creating an accurate and detailed budget, as is the sample worksheet provided below.

- Where multiple students from the same lab or related labs are attending the same conference, please identify these other students in your application, look for ways to find efficiencies in expenses. and work together to develop accurate and consistent budgets.
- Braithwaite scholarships are in Canadian funds. All budget amounts should be listed in the original currency and accompanied by the Canadian equivalent. E.g., registration \$100 US (\$140 CDN). The final amount should be in \$CDN and will be assumed to be in \$CDN. Do not add amounts in different currencies together. Check your math.
- Pay student registration fees. It may be more cost effective to join an organization and then pay registration as a student member. The committee will support the lowest applicable registration fee category.
- Use the conference website to evaluate hotel options as often there are special rates for attendees. We encourage staying at the conference hotel or at one nearby to take advantage of the associated social and networking events; however, some attention to reducing hotel costs is appreciated as this allows us to support more students. On the budget, name the hotel and list the number of nights and the nightly cost (do not forget taxes and/or special fees) in whatever currency it is listed in, as well as the conversion into Canadian dollars. If you are sharing a hotel with others attending the same conference, please state this and do not add the entire room cost to each application.
- Ensure that the following are consistent: dates of travel, dates of conference, number of nights in hotel. In general, hotel accommodation for the nights before and after full conference days will be considered. If these do not match, then please explain why. You are welcome to stay longer than the conference, just not at our expense.
- Explore various travel options to determine the most time and cost-effective methods of travel, including the most appropriate airports if flying. Use economy fares. Use reasonable transportation options for local transport at either end of the journey. Airport shuttles or Uber/taxi fares can be determined in advance. In the majority of cases the renting of a vehicle and paying to park it for the duration of the conference is not justifiable. The University uses \$0.55/km for use of private vehicles.
- Meals are paid for on a per diem basis. List the numbers of each meal required (breakfast: \$12, lunch \$18, dinner \$40). For meals outside of Canada use the same numerical amount, but in US \$. This must be converted to \$CDN. Do NOT include meals at home on the day of travel, meals provided on an aircraft, breakfasts provided by the hotel you are staying at, or meals provided by the conference. Meals purchased from the conference and added to the registration (e.g., gala dinner, special events) should be specifically listed.

- Budget for Guard Me travel health insurance for conferences out of Canada (this is a university requirement).
- Inform the committee when an abstract submission (poster or presentation) is approved as this will affect the amount of the scholarship.

We look forward to receiving your applications.

Sincerely, the Braithwaite Travel Scholarship adjudication committee

		Describe (include costs in original currency and conversion to \$CDN as needed)	\$ amount (CDN)
<b>Conference ID</b>	Name of Conference	Conference ABC	
	Dates of Conference (start and finish dates)	May 1-5 2024	
	Location of Conference (City, Country)	Edmonton, Canada	
<b>Registration Costs</b>	Type of registration and cost (e.g., student or full)	Student. 100\$ US	\$140.00
	Name(s) of additional workshops and cost	how to write budgets 40\$ US	\$56.00
<b>Conference Accommodation</b>	Name of hotel	Conference Inn	
	Is this a conference hotel? If not, give reason for choosing this hotel.	Yes	
	Number of nights in hotel	5	
	Cost per night including taxes	200 CDN	
	Total cost of hotel		\$1,000.00
<b>Meals</b>	Meals included in conference	all lunches	
	Special meals added to registration, list (e.g., conference banquet, working luncheons) and cost	banquet	\$50.00
	Number of additional meals needed on conference days (number of Breakfast, Lunch, Dinner*)	5 breakfast, 4 dinner = 50 + 80 = 130\$ US	\$182.00
	Meals outside conference dates (number of Breakfast, Lunch, Dinner x per diem*)	1 dinner, 1 breakfast = 40 + 12 = 52\$ US	\$73.00
<b>Primary Travel Costs</b>	Method of primary travel to conference (include carrier and routing if known)(e.g., airline, train, bus, self-drive, etc.) and cost **	Air Canada YYZ to Boston return	\$500.00
	Travel dates	April 30 / May 6 2024	
	Parking costs relating to primary or local travel	NA	\$0.00

<b>Local Transportation Costs</b>	Guelph to conference or transportation hub (return): Method and cost**	Red Car Guelph to Toronto airport	\$200.00
	Transportation hub to conference (return): Method and cost	Shuttle, 32\$ each way paid in CDN	\$64.00
<b>Out of Country Medical Insurance</b>	Price per diem x number of days out of Canada	7days x 5\$	\$35.00
<b>Sources of Additional Funding</b>	Other grants, supervisor amounts, etc (describe and list amount)	Supervisor contribution \$150, Superb Student Grant \$200	\$350.00

Total Cost of Conference	\$2,300.00
Amount of Support Requested	\$1,950.00

\* University of Guelph per diem: Within Canada use CDN \$70/day - breakfast- \$12, lunch \$18, dinner \$40). Outside of Canada use USD \$70/day - breakfast- \$12, lunch \$18, dinner \$40)

\*\* University of Guelph mileage: 0.55 per km