

## **Terms of the Elliott/Upitis/Bamji Travel Fellowship Award - B.Ed. Teacher Candidates and Graduate Students**

### **GENERAL REQUIREMENTS**

- The Elliott/Upitis/Bamji Travel Fellowships will be awarded to Queen's Education students for study outside Canada in the field of teacher education or related fields.
- Students must demonstrate financial need to be eligible for these awards. Financial need will be assessed by the Queen's Student Awards Office through submission of a completed financial information form (which has already been submitted).
- Because of the funding support from the province, student applicants must be residents of Ontario. Residents are those who themselves, their spouses, or their parents have resided in Ontario for at least 12 consecutive months prior to the beginning of full-time study.
- All successful candidates must attend a Workshop on Study Abroad (Pre-Departure Orientation Session) sponsored by the Queen's University International Centre (<http://quic.queensu.ca/outgoing/predepartureorientations.asp>)
- Following completion of the Workshop on Study Abroad, a Waiver of Liability Form must be submitted to the Practicum Office (A107/8) prior to travel.

### **PREPARING YOUR PROPOSAL**

- Research what you are going to do: try to be specific about what you are going to do and how you intend on sharing your learning with others.
- The proposal should be maximum 2 pages long, plus a detailed budget on a separate page. You must double space your proposal; use at least 12pt font; and include margins of at least 2.5 cm.

### **BUDGETARY ISSUES**

- Awards may be used for travel expenses and accommodations.
- Travel expenses (economy airfare including taxes) from Canada to the city where you will be living are covered, however, daily transport (e.g., taxis, subway fares) are **NOT** covered. Please include evidence that you have identified the most reasonable flights & accommodation.
- Other **EXCLUSIONS** include: food, flight cancellation\* and out-of-province medical insurance, passport renewal, visa fees, vaccinations and medications, phone cards, internet access and computers.
- For program fees (payable either to Queen's University or other institutions), if you use an agency such as Canada World Youth, only 25% of the program fee will be considered as an eligible expense.
- Preference will be provided to studies with small budgets and potentially high impact.
- Money awarded is to be used in the year for which it is granted

\*It is recommended that students purchase flight cancellation insurance. If, for any reason, a student does not travel overseas, it will be the student's responsibility to return the Award, regardless of ability to obtain a refund on tickets.

### **REPORTING ON YOUR EXPERIENCE**

- Recipients of these awards will be required, upon their return to Canada, to produce a report addressed to the Dean of Education, or complete an in-class presentation. The report or presentation should outline the results of their studies abroad, indicating how the fellowship contributed to their professional development. The report, or written confirmation from the professor of an in-class presentation, is submitted to Chelsea Barna (A101).
- For all successful recipients - any reporting of their travel (i.e. the required report to the Dean or any forms of communication that the candidate intends to use to make their travel "high impact" to a broader audience), must maintain the anonymity of people and places. Thus, real names of people and places must not be disclosed, and information that reveals the identities of specific persons or places must not be used.

### **OTHER**

- Applying as part of a group project does not mean that all members will be funded; each application is judged independently.
- The number and value of the Fellowships will vary from year to year.
- The Dean of Education will make and recommend awards on the advice of the Elliott Travel Fellowship Advisory Committee.
- Conference attendance is not considered study abroad unless the conference is part of a larger program of study abroad.
- Students proposing to complete their placement in a country, or region of a country, listed on the DFAIT List as either 'Avoid Non-Essential Travel' or 'Avoid All Travel' will not be considered for an award. Web site for DFAIT: [http://www.voyage.gc.ca/countries\\_pays/menu-eng.asp](http://www.voyage.gc.ca/countries_pays/menu-eng.asp)
- If a student's project/location has to be changed after the Award has been granted, this is possible with approval from the Chair of the Elliott Travel Fellowship Advisory Committee, provided that the costs and professional learning objectives are similar.

**Application for the Charles Martyn Elliott and Kathleen Meed Elliott Awards,  
Z.R. Upitis International Study Award and Bamji International Practicum Placement Award  
Travel Fellowships in Education**

The terms of these awards are appended to this form. Student applicants must have already submitted a completed financial information form with their application. Incomplete, unsigned, or late applications may not be considered. Submit your application to:

Chair  
Elliott/Upitis/Bamji Travel Fellowship Advisory Committee  
c/o Chelsea Barna, A101 Duncan McArthur Hall, 511 Union Street  
Faculty of Education, Queen's University at Kingston, Canada K7M 5R7

**Title of Project:** \_\_\_\_\_

**Country and Region of Project:** \_\_\_\_\_

NOT LISTED ON DFAIT web site as 'Avoid Non-essential Travel' or 'Avoid all Travel'  
[http://www.voyage.gc.ca/countries\\_pays/menu-eng.asp](http://www.voyage.gc.ca/countries_pays/menu-eng.asp)

**Name and Address of Applicant:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E-mail Address:** \_\_\_\_\_ **Student Number:** \_\_\_\_\_

**Status:** (Check one) Faculty Member: Self  Visitor   
B.Ed. Student  Graduate Student   
Concurrent: Yes No

**Dates for which the Travel will occur:** \_\_\_\_\_

**(Closing Date for Applications: November 19, 2010)**

**Proposal:** Attach a maximum 2 page double-spaced proposal indicating the purpose for which funds are requested. Also include a detailed budget (not part of the 2 page proposal).

**Report/Presentation:** Recipients are required to submit either a report or written confirmation of an in-class presentation, to the Dean of Education and the Elliott Travel Fellowship Advisory Committee outlining the results of their studies abroad. This report or presentation can be in any form the recipient deems most useful for communicating the results coming from the fellowship. Your submission of this application, and your signature below, indicate your acceptance of this obligation as a condition of the award.

*Any public form of communication and report must maintain the anonymity of people and places. Thus, in the final report, real names of people and places must not be disclosed, and information that reveals the identities of specific persons or places must not be used.*

**Total Amount Requested:** \$ \_\_\_\_\_ (Please enter the total amount of your proposed budget, regardless of 60% or 100% eligibility)

**Signature(s) of Applicant(s):** \_\_\_\_\_