



# Application for Field Work Support

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## Purpose of the Grant

To provide funds for the reimbursement of travel expenses incurred by students in the University of Victoria Faculty of Law Graduate Program in connection with their thesis field work.

The funds are in addition to those available for Conference Travel. For the latter, please contact the Graduate Assistant.

## Eligibility

You must be currently enrolled in the University of Victoria Faculty of Law Graduate Program and have submitted a University of Victoria Human Research Ethics Board (HREB) application. If you have previously held a grant under this program, you must have filed the expense report with respect to that grant as stipulated under "Terms and Conditions" unless you have a reasonable excuse for not doing so.

## Criteria

Awards of grants are made by a subcommittee composed of two Faculty members from the Graduate Program Committee. The subcommittee will make awards based on need, the degree to which the need for travel expenses is linked to the development and completion of the thesis, the extent of advance work done by the applicant in order to ensure that the proposed research is well focused and productive, and the availability of other funding sources.

Owing to budgetary constraints, we may not be able to provide the full amount of field work funding to multiple students at the same time.

Students should consult with and obtain signoff from at least one of their supervisors regarding the appropriateness and usefulness of the proposed research in relation to their thesis/dissertation projects.

## Types of Expenses Covered

The grant can be used for travel expenses only, and only where the travel is directly connected to the development and completion of a graduate thesis project.

## Terms and Conditions

All grant holders must spend the funds within six months of receiving them and must file an expense report with receipts upon completing the funded tasks. Upon issuance of the grant, grant holders will be given instructions on University requirements regarding receipts for travel expenses.

Extensions beyond the six month claim deadline are at the discretion of the Grant Committee.

**Instructions**

After consulting with your supervisor(s), please complete the following form and submit it to the Graduate Program Assistant at [gradlaw@uvic.ca](mailto:gradlaw@uvic.ca) or in room 216 of the Fraser Building, University of Victoria.

Students must append a description of their thesis/dissertation project (five page maximum) to their application.

Students must obtain sign off on the application from their law supervisor (by email is acceptable).

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## **Field Work Support Application**

Name:

Date of commencement of graduate studies at the University of Victoria Faculty of Law:

Expected date of graduation from the Graduate Program:

Title of Thesis:

Amount of grant you are seeking:

Have you received other funding to support this field work? If so, how much?

Have you applied for a field work grant to pursue the research described in this application in a previous round or while enrolled in another degree program at UVic?

If the Grant Committee has granted you an extension beyond the six month deadline for the previous claim period indicate any terms and conditions stipulated in the extension:

Description of the relation of the expenditures to your thesis project (no more than 250 words):

Dates you plan to travel:

Does the research you propose to pursue in this application require approval from the University of Victoria Human Research Ethics Board (HREB)?

If HREB approval is required, indicate whether you have applied or received HREB approval. If you have not applied or received HREB approval, indicate when you will be applying and/or when you expect receive your approval:

Does the research you propose to pursue in this application entail archival research?

If research at an archives is contemplated, please elaborate briefly on the steps you have taken to inquire into the extent and content of the holdings and to confirm that the archives contain materials relevant to your research questions:

Proposed Budget (reasonable estimates of costs are acceptable):

Student Signature:

Date:

Supervisor Signature:

Date:

OR emailed approval attached