

CPAMP Graduate Student Small Grants Policy (last updated December 2018)

CPAMP has a limited supply of funds to support graduate students engaged in program-related activities whose cost exceeds the support provided by their home departments and other relevant sources. These activities include (but are not limited to): conference travel, workshop participation, archival research, course enrolment, etc. Decisions about the award of small grants is the responsibility of the CPAMP Director, to whom applications should be directed.

1. To be eligible for small grant funds, the student must be registered as a graduate student in good standing in the Collaborative Program in Ancient and Medieval Philosophy, through either the Department of Philosophy, the Department of Classics, or the Centre for Medieval Studies, both at the time of application and at the time of the proposed activity.
2. Students may apply for small grant funds as many times as they wish; however, preference will be given to students who have not received small grant funds before.
3. Students must apply for small grant funds, using the Small Grants Request Form, prior to the start of their activity. Before applying for small grant funds, students should, when eligible, apply for funding from their home departments and other relevant sources. To aid the Director in assessing demands on the program's funds, applicants for support should, when possible, submit provisional applications as they await responses to requests for funds from other sources.
4. Applications will be reviewed on a rolling basis. Requests may be denied if funds are running low. Students should alert the Director, ideally by means of a provisional application, of their intention to apply for support as soon as possible.
5. To apply: Complete a [Small Grants Request Form](#) and follow submission instructions.
6. University reimbursement policies:
 - Receipts, along with a completed expense reimbursement form, must be submitted to the Director within 14 days of the end of the activity
 - Original receipts are required for reimbursement; photocopies are not acceptable
 - The University requires documentation of expenses to be in the following forms:
 - Airfare: proof of payment + proof of air travel (e.g., boarding passes)
 - Transportation: taxi cab / ground transportation receipts□
 - Accommodations: hotel bill (detailed statement, not just credit card receipt)□
 - Meals: itemized meal receipts (i.e., indicating food, not just credit card receipt)
 - Car Rentals: rental agreement + invoice + gas receipts
 - Conference Registration: conference registration form + proof of payment
 - Applicants are not allowed to claim a generic per diem for the activity's duration
 - For complete details on eligible expenses and proper claim submission procedures, please consult the [U of T Expense Reimbursement Checklist](#) and the [Policies and Guidelines on Travel and Other Reimbursable Expenses](#)