



**BALSILLIE SCHOOL**  
OF INTERNATIONAL AFFAIRS

## **Research Travel Support Application Form**

Applications are invited for grants to support BSIA students conducting research related to PhD theses, MA Major Research Papers, or Graduate Fellows projects. Evaluation of the applications will be based on:

- a. the articulation of the research question and the description of how the proposed research contributes to answering that question;
- b. the importance of the research for completion of the dissertation, paper or project;
- c. the clarity of the research plan, including budget, and how likely it is to be completed with the help of the grant;
- d. whether the student is in good standing in their program;
- e. completion of ethics approval (if applicable) and relevant safety protocols;
- f. completion of an itemized financial budget a carbon budget (see instructions below).

Eligible expenses would usually include travel, accommodations and meals. We do not support secretarial services, equipment purchases, or thesis copying & binding.

Subject to availability of funds, the maximum will be \$1,500. Decisions will be based on the quality of the applications submitted, the demonstrated need for the funds, and steps that will be taken to minimize carbon emissions associated with the travel. Applicants will be asked to submit a research plan for the use of the grant, a short description of their thesis, MRP or fellowship topic, and a letter of support from their supervisor/mentor. All requests for funds will be evaluated by the program directorship.

Travel expenses will be reimbursed after returning from field research. Expense claims must be submitted to Joanne Weston within 30 days after returning. Funds must be spent in the fiscal year in which they are allocated (May 1 to April 30). If you have any questions about eligible expenses, please reach out to Joanne Weston before you travel.

### ***Carbon Budgeting***

The Balsillie School's Net Zero Plan (<https://www.balsillieschool.ca/the-bsia-releases-its-net-zero-greenhouse-gas-emissions-plan-and-joins-the-race-to-zero/>) commits the School to requiring that applicants for travel funding use a School-approved framework to generate a 'carbon budget' of emissions associated with the proposal, and that they explain why these emissions are necessary in order to achieve the objectives of the

application/project. Just as the School has a limited amount of money available to fund research and events, so the world has a limited 'carbon budget' of possible emissions before hitting 1.5 or 2 degrees Celsius of warming beyond pre-industrial levels and, according to the scientific consensus, facing catastrophic consequences. This form thus asks you to justify using some of that carbon budget for your project.

Please do the following to create your carbon budget:

1. List all planned travel for which you are requesting funding. For each distinct trip (by person/mode), please provide the traveler's name (or a description of their role in the project), the mode of transportation, and the start and end points of the trip with any anticipated layovers.
2. Using the Balsillie School's framework for estimating greenhouse gas emissions (developed in conjunction with Sustainable Waterloo Region), estimate the GHG emissions associated with each trip.

Please use the following link when calculating emissions:

<https://www.carbonfootprint.com/calculator.aspx>

In filling out the information for points 1 and 2, please use the following table (examples provided for your reference):

Person's Name	Mode of Transportation	One-way or Return?	Start Point	End Point	Anticipated Layovers	Estimated Emissions
[participant A]	Taxi	Return	Waterloo, ON (home)	Pearson Airport	n/a	0.02 tCO <sub>2</sub> e
[participant A]	Air (economy)	Return	Toronto YYZ	San Francisco SFO	Chicago ORD	1.02 tCO <sub>2</sub> e
Project Research Assistant	Train (Via Rail)	Return	Kitchener, ON	Ottawa, ON	Toronto (change trains)	0.01 tCO <sub>2</sub> e

3. Explain the benefits that you anticipate will result from the project, and the reasons that they justify the emissions. In doing so, please consider possible alternative, less carbon-intensive ways of achieving the project's goals (meeting online, traveling by train rather than plane to Montreal or Ottawa, etc.) and explain why you have chosen them.

This process is not meant to discourage you from applying for BSIA funding for travel for field research purposes. As the Net Zero Plan says, the BSIA, to meet its core goals, "will for the moment need to continue funding some quite carbon-intense activities (such as flying, where appropriate)." Rather, the process seeks both to make you aware of the

GHG emissions associated with your project and to ask you to justify them. In awarding funding, the School will look more favourably on proposals that involve longer-term stays (rather, especially, than 1-2 day trips), that contribute to graduate student career development, and/or that could not obviously achieve their goals in significantly less carbon-intensive ways.

As points of reference: the average person in Bangladesh emits 0.47 tCO<sub>2</sub>e per year, the global average is 4.79 tCO<sub>2</sub>e, and the Canadian average is 18.58 tCO<sub>2</sub>e.