

Research Training Centre – Trainee Travel Award

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| <p>Purpose of Award</p> | <p>The Research Training Centre has a limited amount of funding to support travel of trainees in order to enhance their research training experience in the area of knowledge dissemination and sharing. Reimbursement of travel related expenses will be awarded for trainees presenting at national or international conferences.</p> |
| <p>Eligibility Criteria</p> | <ul style="list-style-type: none"> • An applicant must be a full-time graduate student or post-doctoral fellow at the time of the application, or within one year after completing the research that is being presented. • The applicant must be 1st author presenter and the abstract must be accepted for presentation at a national or international conference. • The applicant's supervisor must hold an appointment as a scientist, adjunct scientist in the Keenan Research Centre of the Li Ka Shing Knowledge Institute. • One applicant per supervisor per annum (April 1 – March 31) can receive the funds. • If you have received an award before, please note preference will be given to new applicants first. |
| <p>Amount of Award</p> | <p>The amount of the funding is up to a maximum of \$1,000 per applicant.</p> <ul style="list-style-type: none"> • The funds can cover conference registration fees, travel expenses (I.E. air, train, taxi, etc) and accommodation costs. • The funds do not cover meals, entertainment or poster material expenses. • 12 awards will be given per year, six for conferences taking place between April 1 – Sept 30 and six more for conferences taking place between Oct 1– March 31. |
| <p>Application Procedure</p> | <p>Please submit your application prior to attending the conference. The travel funds will be awarded on a first come first serve basis. You must submit the following:</p> <ul style="list-style-type: none"> • Complete Application Form • A breakdown of the expenses that will be submitted for reimbursement. |
| <p>Reimbursement Procedure</p> | <p>If awarded the trainee must submit the following:</p> <ul style="list-style-type: none"> • Provide copy of relevant abstract and notice of acceptance • Provide proof of attendance. • Proof of presentation at conference is required. (conference booklet) • To pay expenses directly a Payment requisition form must be submitted along with all original receipts for expenses being claimed (note that in order to claim airfare, airline tickets and boarding passes must be provided.) • Funds can be reimbursed to the Supervisor's research account if a copy of the original payment requisition is provided along with all the supporting documentation. |
| <p>Submit Application to</p> | <p>Marianna Betro Administrative Director, Research Training Centre St. Michael's Hospital, 193 Yonge Street, 7th Floor rtc@smh.ca</p> |