**TRAINEE TRAVEL SUPPORT APPLICATION PROCESS**

**Program**: The Mathison Centre awards travel grants to help fund trainees (*graduate students and postdoctoral fellows*) present research at national or international conferences

**Eligibility**:

* Current full-time trainees presenting papers or posters are eligible to apply
* Trainees may receive one award per degree or total postdoctoral period
* Conference must be outside the province of Alberta

**Deadlines**: June 1st & December 1st (up to 5 awards available per deadline)

*Note*: We will accept and review applications on an ongoing basis in the order of submission dates (i.e. based on date submitted) from the deadline.

**Travel Grant Maximum:** Up to $1000 per award.

**Application Procedure**: Please submit the application form and all supporting materials to the Mathison Centre (mathison.centre@ucalgary.ca) *at least one month before the date of the conference*.

Supporting materials should include:

* A letter indicating the purpose of your travel and how you will benefit from the conference (written by trainee - one page maximum)
* A letter from the supervisor outlining what other forms of funding are available to the trainee (current scholarship funds, any other funding applied for) and why the conference attendance is important/pertinent (one page maximum)
* If available an abstract of the poster or oral presentation together with evidence of its acceptance. If these are not available at the time of the travel grant application they will be required before the award can be approved.
* A list of prior travel grants received (include year, conference name, and paper/poster title)

**Review Process:** Awards decisions will be made by the Mathison Centre leadership.

**Reimbursement:** Once the conference travel has been completed, the trainee shall complete an expense report in their UCalgary portal within 30 days from the end of the conference, charging up to $1000 of conference related expenses.

For other information, please contact mathison.centre@ucalgary.ca