

## **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 are eligible to apply for funding. Awards will only be reimbursed on confirmation of attendance and presenting papers or posters.
- Trainees may receive only one award in every 3-year period
- No more than 2 awards are permitted for trainees of a given supervisor per year
- Conference must be outside the province of Alberta

### **Deadlines:** rolling basis

Note: We will accept and review applications on an ongoing basis in the order of submission (i.e. based on date submitted). Awards will only be reimbursed on confirmation of attendance and presenting papers or posters.

**Travel Grant Maximum:** Up to \$1000 per award. (*Up to 10 awards only available annually*)

**Application Procedure:** Please submit the following in one (1) combined PDF document to the Mathison Centre ([mathison.centre@ucalgary.ca](mailto:mathison.centre@ucalgary.ca)) at least one month before the date of the conference.

1. the application form and
2. all supporting materials

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 reimbursed.
- A list of prior travel grants received (include year, conference name, and paper/poster title)

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

**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 additional information and clarification, please contact [mathison.centre@ucalgary.ca](mailto:mathison.centre@ucalgary.ca)