

SickKids Research Training Centre Trainee Travel Award 2016-2017: Guidelines

Purpose of Award	<p>The RTC Travel Award allows trainees (graduate students and research fellows) to travel to events that will enhance their research training experience. Reimbursement of expenses will be awarded for the travel-related expenses of one of the following:</p> <ul style="list-style-type: none"> Presenting their research at a national or international conference/workshop. Attending a certification course for the purpose of learning a new research skill.
Eligibility Criteria	<ul style="list-style-type: none"> An applicant must be a full-time Research Fellow (CF0086) or Graduate Student (CF0088) engaged in research at The Hospital for Sick Children at the time of application, travel, and reimbursement of travel expenses. The trainee's Supervisor must hold an appointment as Scientist, Senior Scientist, Associate Scientist or Senior Associate Scientist in the SickKids Research Institute. Only one trainee per supervisor per fiscal year (April 1, 2016 – March 31, 2017) can be awarded.
Reimbursement Information	<ul style="list-style-type: none"> Funding is provided on a reimbursement basis only to the trainee's Supervisor. No funds will be issued prior to travel. The travel award will be awarded on a first come, first served basis. The RTC cannot reserve funds in advance for individuals traveling in the future. The reimbursement of travel expenses will be transferred to the cost centre out of which the expenses were originally paid. RTC does not issue cheque reimbursements to the trainee. Please note that travel support from the Research Institute should not be derived from two intramural funding sources for the same activity. Full disclosure of funding information and reimbursements is required for every submission; otherwise the application will not be processed.
Amount of Award	<ul style="list-style-type: none"> The amount of the award is up to a maximum of \$1000 CAD. Trainees can submit travel expenses from one event only and cannot combine receipts from different events to make up \$1000 CAD. The award can be used to cover: conference registration fees, travel expenses (e.g. air, train, taxi, etc) and accommodation costs. The award will not cover: meals, entertainment, poster material expenses, course tuition or course registration fees.
Application Procedure	<ul style="list-style-type: none"> Please submit your application within 8 weeks of the completion of travel and upon receipt of the complete MI report. Incomplete applications will not be accepted or processed.
How To Submit Applications	<p>Applications must be submitted via email as one PDF document to: research.trainingcentre@sickkids.ca</p>
Questions	<p>If you have any questions, please contact: Annie Thomas, RTC Administrative Assistant 416-813-7654 ext. 301426 or annie.gaddam@sickkids.ca</p>

SickKids Research Training Centre Trainee Travel Award 2016-2017: Application Cover Page

Trainee information	
Name	Position
RI phone number	Email
Supervisor	Supervisor email
RI Program	Name of event
Location	Dates to

Required documents	
If you attended a meeting or conference:	If you attended a workshop:
<p>Completed Application Cover Page</p> <p>Proof of attendance (e.g. letter from conference administrator, name tag, etc.)</p> <p>Proof of presentation of your research at the meeting/conference (e.g. conference booklet)</p> <p>Copy of abstract</p> <p>Copies of all receipts submitted to Accounts Payable and AP-1 Form</p> <p>Copy of the complete Monthly Income (MI) report showing the reimbursed expenses including journal report, payable details page and purchase card details (if lab purchase card has been used)</p> <p>Breakdown of expenses being submitted for reimbursement</p>	<p>Completed Application Cover Page</p> <p>Proof of attendance</p> <p>Copy of certificate of completion for course</p> <p>Copies of all receipts submitted to Accounts Payable and AP Form</p> <p>Copy of the complete Monthly Income (MI) report showing the reimbursed expenses including journal report, payable details page and purchase card details (if lab purchase card has been used)</p> <p>Breakdown of expenses being submitted for reimbursement</p>

Signatures – These signatures attest that none of these expenses have been reimbursed through any other source of funding.	
Trainee signature	Date
Supervisor signature	Date