**MDBC Student Travel Award Application**

**Terms of Reference**

Registered students within the MDBC graduate program are eligible to receive **one (1) MSc** or **two (2) PhD** travel awards during their degree program. Students must be presenting an oral presentation or poster at a national or international conference.

Current travel awards are valued at $500.

Students must be actively registered in the term in which they travel. Travel must be completed before the student defends their thesis. All travel must occur between **April 1, 2025 and March 1, 2026**. Retroactive applications will be considered, and funding is subject to availability.

Students are encouraged to apply for the award at the earliest opportunity and will be notified of their funding amount once applications are reviewed. **Funds will not be paid until travel is completed and final receipts are provided to the program administrator (GPA).**

Notes on eligible costs:

1. Itemized receipts (boarding pass, receipt for flight purchase, hotel invoice, and itemized food receipts) must be provided. **Credit card slips without an itemized receipt will not be reimbursed.**
2. Alcohol will not be reimbursed.
3. Only costs for the student will be reimbursed – please indicate shared rooms or costs for guests when submitting your receipts.
4. Only costs supported by receipts will be reimbursed.

**BMB Department Travel Fund**

Travel funding may be made available to supervisors if their student is provided an MDBC travel award, and there are additional expenses not covered by that award or any other award. In this case the BMB Department will consider reimbursing any student travel expenses paid by the supervisor from their grants up to a maximum of $1,000. Eligible expenses include conference registration and travel as well as food and accommodation.

Reimbursement will be made directly to the supervisor's grant that paid for the travel via an expense claim. Supervisors are obligated to adhere to the standard GSE/CSM expectations around reimbursement of travel expenses for student conference attendance.

Funding is at the discretion of the BMB Department, is subject to availability and is supplied on a ‘first come, first serve’ basis. Given the limited funds available, only a single award per lab per year will be considered unless there are unspent funds at the end of the year.

Funding for seven awards ($7000) will be available for April 1, 2025 – March 31, 2026.

Notes on eligibility:

1. Trainee must present (poster or talk). There is preference for attendance at either a conference *outside* Canada, or at an International Society meeting held within Canada. Note: due to the geopolitical situation that emerged in 2025 (i.e., tariffs and concerns about travel to the USA) equal consideration will be given to Canadian society meetings or similar events. Please inquire with the Department about the eligibility of your conference if you have questions.
2. Priority will be given to students whose supervisors are primary BMB Department members, but as funding allows, supervisors who are joint department members may be considered.
3. Funds will not be released until travel is completed.
4. Funds will not be released until all reasonable student out-of-pocket expenses have been reimbursed by their supervisor.
5. Only costs supported by receipts will be reimbursed. Alcohol will not be reimbursed.

**To apply**

**Attach a copy of your abstract to this form and submit materials as a single PDF document to** **bmbgrad@ucalgary.ca**. *Please note, submission of an application does not guarantee you full payment of the amount requested.*

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| **Student Name** |  |
| **UCID Number** |  |
| **Supervisor** |  |
| **Conference Name** |  |
| **Conference Location** |  |
| **Conference Dates** |  |
| **Type of presentation (poster or oral)** |  |
| **Title of presentation*****Attach abstract to application*** |  |
| **Total Expenses ($):** |  |
| **Other travel awards received for this conference (source and amount):** |  |
| **Student Signature** |  |
| **Supervisor Signature** |  |
| **Supervisor Request for BMB Department** **Travel Funding** **[ ]  YES [ ]  NO****Supervisor is primary BMB Department member** **[ ]  YES [ ]  NO** | **Grant Holder Name****Grant Account Information (Fund/DeptID/Project/Activity)** |