**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, 2023 and March 1, 2024**. 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**

If a student is provided an MDBC travel award, and there are additional expenses not covered by that award or any other award, the BMB Department will consider reimbursing any unpaid expenses to a maximum of $500. A total of $7500 funding is available in 2023-2024.

Reimbursement will be made direct to the supervisor's grant that paid for the travel via an expense claim. Eligible expenses include registration, travel and accommodation.

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

Notes on eligibility:

1. Trainee must present (poster or talk) either at a conference *outside* Canada, or at an International Society meeting held within Canada. Please inquire to Leslie McGill about 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. Only costs supported by receipts will be reimbursed. Alcohol will not be reimbursed.
5. Eligible travel between April 1, 2023 and March 1, 2024.

**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** |  |
| **Request for BMB Department Travel Funding** **[ ]  YES [ ]  NO** | Grant Holder NameFund/DeptID/Project/Activity |

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| **GSE OFFICE USE ONLY** |
| Date received |  |
| Amount Awarded |  |
| Funding Source |  |
| Supporting docs rec’d |  |
| **BMB DEPT USE ONLY** |
| Date Received |  |
| Amount Awarded |  |