2016 ORT CONFERENCE TRAVEL AWARDS PROGRAM

Description
The Office of Research Trainees (ORT) is committed to providing research support for research trainees at the University Health Network (UHN). To this end, the ORT is pleased to offer a limited number of travel awards to enable graduate students and postdoctoral fellows in basic research to attend national and international conferences at which they will be presenting an oral and/or poster presentation. The objective of the ORT Conference Travel Awards is to advance research, enable knowledge translation and contribute to the career development of UHN research trainees.

Funds Available
The value of individual awards will be **up to $500**.

Deadlines
Meetings and conferences occur throughout the year. In order to have awards adjudicated in advance, there will be three application deadlines:

- **Deadline March 1, 2016 for conference participation between May – August 2016 (inclusive)**
- **Deadline July 1, 2016 for conference participation between September – December 2016 (inclusive)**
- **Deadline November 1, 2016 for conference participation between January - April 2017 (inclusive)**

Award Administration
For ORT to transfer the award to their supervisor's account (or functional cost centre), the trainee must do the following upon their return from the conference:
- provide his/her administrative assistant with original receipts
- ensure that a completed Expenses Reimbursement Form and original receipts are submitted to RFS by the administrative assistant
- send the ORT a *copy* of the submitted Expense Reimbursement Form, clearly listing the functional cost centre from which the trainee was reimbursed for the expenses incurred by his/her travel to the conference, along with a *copy* of the receipts
- provide a written and oral report summarizing what the trainee learned at the conference

Eligibility to Apply
At the time of application:

1. Trainees of scientists with a primary appointment as Senior Scientist, Scientist, Assistant or Affiliate Scientist to the Research Institutes of: Toronto General Hospital, Toronto Western Hospital, the Princess Margaret Cancer Center, Toronto Rehab or Techna and has at least 75% protected time dedicated to research, away from clinical duties.
2. Trainees who hold scholarships or fellowships that include a research allowance which can be used for travel (i.e. CIHR) will not be eligible.
3. An individual trainee is eligible for a maximum of one award for the duration of their research training program at UHN.*
4. Individual laboratories will be eligible to receive funding for up to two trainees per fiscal year (April 1st to March 31st).
5. Successful applications will be chosen by a selection committee *prior* to travel. Applications will be assessed using a weighted scale matrix based on specific criteria selected by the committee.
6. The nominated trainee must be the first author and presenter of the oral and/or poster presentation.
7. Successful awardees will be expected to acknowledge the receipt of a UHN/ORT Conference Travel Award in their conference presentation.
8. Upon their return, awardees will compose brief conference reports, summarizing key concepts and themes that will be included periodically in *The ORT Times* monthly newsletter. Awardees will also present conference reports at their usual lab meeting, inviting other UHN trainees or PIs who may wish to learn from their experience.

* This measure has been implemented for the July 2013 competition and all subsequent competitions, to ensure that the awards are distributed to as many trainees as possible.

Allowable Costs
Expenses eligible for support through the ORT Conference Travel Awards program include:

1. Travel and accommodation for participant (all travel will be by the lowest economy fare)
2. Per diem for meals (when not provided with the conference, applicants must use UHN's per diem rate – within Canada: up to $50 per day; outside Canada: up to $75 per day in CAD currency)
3. Conference registration fees
4. Printing costs (ie. posters)

The ORT encourages trainees to consult with their PIs, in advance, to discuss lab policies surrounding allowable travel expenses and the use of trainee travel awards to offset costs.

NOTE: To claim the travel award, the award must be approved in advance of travel. ORT financial contributions for this initiative are subject to availability of funds. Should ORT funding levels be deemed insufficient due to unforeseen circumstances, ORT reserves the right to reduce, defer or suspend financial contributions to awards received as a result of this funding opportunity. Funding for this program is limited and only a fixed number of awards will be made. It is anticipated that demand will exceed the available funding. Successful applicants are to inform the ORT if they are no longer attending the conference for which they received this award, in which case, the award will be withdrawn. These applicants are eligible to apply in future ORT Conference Travel Award competitions.

***Application Process**:
Applicants must submit the following:

1. Completed application form (attached).
2. Curriculum vitae (as described in this document from the University of Toronto's Career Centre; teaching and research interests are not necessary to include in your CV for ORT Travel Award)
3. Full disclosure of funding information (awards and fellowships including travel awards) awarded to the applicant.
4. Letter describing the meeting/conference, webpage link to the conference program and the relevance to the applicant's research.
5. Copy of the abstract submitted to the meeting.
6. Letter of reference and support from the supervisor. The letter should also state: 1) how expenses exceeding the award will be covered; 2) how the conference will benefit the research program of the lab and the Institute. Supervisors can sponsor two trainees per year.
7. Proof of confirmation to present at the conference. If not available upon application, this must be provided as soon as it is issued.

**Incomplete applications will be disqualified.*

Submit as ONE (1) .pdf file, electronically to: ort.admin@uhnresearch.ca

Questions? Contact: Johanna Ponnuthurai, ORT Coordinator, 416-634-8775

2016 UHN ORT CONFERENCE TRAVEL AWARDS PROGRAM APPLICATION FORM

Trainee Information

Full Name: _____

Email Address: _____

Position:
- ☐ Graduate Student, MSc
- ☐ Graduate Student, PhD
- ☐ Postdoctoral Fellow
- ☐ Other: _____

Lab/Office Tel #: _____

Research Institute:
- ☐ Princess Margaret Cancer Center
- ☐ Toronto General Research Institute
- ☐ Krembil Research Institute
- ☐ Toronto Rehabilitation Institute
- ☐ TECHNA

Supervisor Information

Full Name: _____

Email Address: _____

Research Institute: _____

Lab/Office Tel #: _____

Conference Information

Name: _____

Location: _____

Dates of Attendance (mm/dd/yy):

From: _____ To: _____

Abstract Title:

Budget Request (Estimated cost of trip)

Travel: $_____ Lodging: $_____ Registration: $_____

Total: $_____

We affirm that the provided information and attached materials are true and accurate representations to the best of our understanding. We agree that the trainee does not hold scholarships or fellowships that include a research allowance which can be used for travel, nor any other travel award associated with participation in the conference listed in this application.

Signature of Trainee: _____ Date: _____

Signature of Supervisor:_____ Date: _____