**2021 ORT CONFERENCE REGISTRATION 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 conference registration awards to enable graduate students and postdoctoral fellows to participate in national and international conferences to share their research in oral and/or poster presentations. Due to COVID-19 pandemic travel restrictions trainees are expected to attend conferences virtually until it is safe to attend in person. The objective of the ORT Conference Registration 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** to be used for conference registration.

#### Deadlines

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

* **Deadline April 21, 2021 for conference participation between May – August 2021 (inclusive)**
* **Deadline July 15, 2021 for conference participation between September – December 2021 (inclusive)**
* **Deadline November 8, 2021 for conference participation between January - April 2022 (inclusive)**

**Award Administration**

For the ORT to transfer the award to their supervisor’s account (or functional cost centre), the trainee must do the following upon completion of the conference:

- provide their 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 their participation in the conference, along with a copy of the receipts.

**Eligibility to Apply**

At the time of application:

1. Trainees of scientists with a primary appointment to the UHN Research Institutes that have at least 75% protected time dedicated to research.
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. Successful applications will be chosen by a selection committee *prior* to the conference.
4. Applications will be assessed using a weighted scale matrix based on specific criteria selected by the committee.
5. The nominated trainee must be the first author and presenter of the oral and/or poster presentation.
6. Successful awardees will be expected to acknowledge the receipt of a UHN/ORT Conference Award in their conference presentation.
7. 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.

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

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| **NOTE:** To claim the conference award, the award must be approved in advance of the conference.The 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 Registration Award competitions.  |

**Application Process:**

Applicants must submit the following:

1. Completed application form (attached).
2. Curriculum vitae (as described in this [document](http://uhntrainees.ca/wp-content/uploads/2017/02/CV_Guide.pdf) from the University of Toronto’s Career Centre; teaching and research interests are not necessary to include in your CV for the ORT Conference 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

Please direct questions to the ORT at ort.admin@uhnresearch.ca

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**APPLICATION FORM**

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| **Trainee Information** |
| Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Position: [ ]  Graduate Student, MSc [ ]  Graduate Student, PhD [ ]  Postdoctoral Fellow [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Lab/Office Tel #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Research Institute: [ ]  Princess Margaret Cancer Center [ ]  Toronto General Research Institute [ ]  Krembil Research Institute [ ]  Toronto Rehabilitation Institute/KITE [ ]  TECHNA  [ ]  McEwen Stem Cell Institute  [ ]  TIER |
| **Supervisor Information** |
| Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Research Institute:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Lab/Office Tel #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Conference Information** |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Dates of Attendance (mm/dd/yy): From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Abstract Title:  |
| **Budget Request (Estimated cost of conference registration)** |
| 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 conferences, nor any other travel award associated with participation in the conference listed in this application. |
| Signature of Trainee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature of Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |