

## ACHRI TRAINEE CONFERENCE TRAVEL AWARDS

### Award Guidelines

*Updated April 2024*

*The University of Calgary strives to create and maintain a positive and productive learning and working environment in which there is respect for the dignity of all persons and fair and equitable treatment of individuals in our diverse community. UCalgary has been named one of Canada's Best Diversity Employers five years in a row. As part of the UCalgary community, ACHRI believes that diversity in our team is a strength. ACHRI commits to considering qualified applicants from members of any and all equity seeking groups, including women, Indigenous peoples, persons with disabilities, and persons who are members of a visible minority group in Canada.*

#### **Purpose of Award**

Travel awards are provided on a competitive basis to eligible trainees who are presenting their research at a conference or symposium. The aim of the award is to develop presentation or other advanced skills among trainees, enhance networking opportunities, as well as to disseminate and acquire new knowledge in child health research.

#### **Eligibility Criteria**

The ACHRI Research Training Program welcomes applications for travel awards from trainees whose primary supervisor is a member of ACHRI, conducting an eligible research program that falls under the mandate of ACHRI.

To be considered for an ACHRI Trainee Conference Travel award, the applicant must present a poster or a podium presentation of their work at the conference to which they are travelling.

Eligibility for ACHRI conference travel awards is determined as follows:

- Master's students: one travel award over the course of their training period;
- PhD students: two travel awards over the course of their training period;
- Postdoctoral fellows: one travel award over the course of their training period.
- PGME and CCMG fellows: one travel award over the course of their training period.

If an applicant received one conference travel award during their Master's program and then subsequently transferred into a PhD program, they will be eligible for only one travel award during their PhD program.

Trainees who currently hold an ACHRI travel allowance (as part of their studentship or fellowship support) are not eligible for ACHRI conference travel awards.

### **Award Amount**

ACHRI Trainee Conference Travel award is a maximum of \$500. Funding is conditional on abstract acceptance for a poster or podium presentation. Trainees are encouraged to apply for other sources of travel support.

Eligible expenses include travel, accommodation, and meals (no alcohol). Meal per diems are only available for meals not provided by the conference.

### **Application Deadlines**

Applications are accepted as follows:

- March 1 (for travel after March 1)
- June 1 (for travel after June 1)
- September 1 (for travel after September 1)
- December 1 (for travel after December 1)

Applications must be submitted prior to departure. Applications for travel that has already occurred will not be accepted.

### **Evaluation Criteria**

Applications for travel awards will be adjudicated based on the following criteria:

- The trainee must present their research. Podium presentations will be given priority; poster presentations are the minimum requirement.
- Research relevance to ACHRI's mandate and priorities.

### **Application Instructions**

The completed application package must include:

- Completed ACHRI Trainee Conference Travel Award application form available on the [ACHRI Trainee Funding webpage](#);
- A short statement from the applicant's supervisor(s) indicating their support of the application and confirming that the applicant is up to date on their current requirements for their graduate program. This statement should be submitted via email to [achri.training@ucalgary.ca](mailto:achri.training@ucalgary.ca).

Please note that the application form asks to upload the following supporting documentation:

- Copy of the abstract.
- Confirmation of abstract acceptance from the conference. If the applicant has not received confirmation of abstract acceptance at the time of application, they can still submit an application for a travel award; in this case, their award will be contingent on providing confirmation of abstract acceptance as soon as it is available.
- Trainee's updated curriculum vitae (including biographical information, education, research experience, publications and abstracts, awards, and honors).

**With any questions, please contact the ACHRI Training and Education Office at**

**[achri.training@ucalgary.ca](mailto:achri.training@ucalgary.ca).**