

Research Training Centre (RTC) Travel Award Program

Description:

RTC offers a limited amount of conference travel awards to support the travel of graduate students and postdoctoral researchers, registered with the RTC, to national and international meetings, conferences, or symposia. The objective of the RTC Travel Awards is to disseminate research findings, allow knowledge mobilization and translation, and enhance the career and professional development of the St. Michael's trainees. The award will help trainees offset the cost of participation in national and international conferences to actively share their research in oral and/or poster presentations. The trainee receiving the award must fully comply with all applicable [policies](#) of Unity Health Toronto (UHT).

Three Annual Cycles:

- **Conferences between January – April (inclusive)**
- **Conferences between May – August (inclusive)**
- **Conferences between September - December (inclusive)**

Applications can be submitted for the application cycle that is open at any time during that application cycle (i.e. applications for May-Aug cycle will not be accepted during Jan-April cycles).

This is a first-come first-served basis award and we encourage submitting applications as soon as possible.

Award Value:

The value of the individual awards is up to a maximum of \$500 to be used for conference participation.

Funding for this award is limited (8 awards/cycle). The travel funds will be offered on a first-come, first-served basis and distributed equally between Clinical (Dry Bench) and Basic (Wet Bench) research.

Eligibility Criteria (at the time of application):

1. Applications are open for full-time graduate students or postdoctoral fellows (with a PhD) registered at St. Michael's Hospital.
2. Applicants must have at least 75% protected time allocated to research.
3. Applicant must be registered with the RTC at the time of application. Registration can be completed [here](#). If you are unsure of your registration status, please email rtc@unityhealth.to.
4. The trainee's supervisor must hold an appointment as a scientist or adjunct scientist in the Keenan Research Centre or the Li Ka Shing Knowledge Institute and must have the research funds managed by St. Michael's Hospital. The supervisor is a co-applicant on the award application. If you are unsure of your supervisor's status you can find your supervisor's details [here](#).
5. The trainee must be the first author and presenter of the accepted oral and/or poster presentation.
6. The abstract must be accepted for presentation at a national or international conference.
7. One applicant per supervisor per calendar year can receive the funds. A second applicant from the same lab can apply in the same year, but they will be considered only at the end of the application cycle if funds are still available.
8. If you have received a travel or virtual conference award from the RTC before, please note that preference will be given to new applicants first.

NOTE: Applicants who hold scholarships or fellowships that include a research allowance, which can be used for travel can apply for this award, however, preference will be given to those applicants who do not hold fellowships/scholarships that have a research allowance.

Allowable Costs:

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- Conference registration fees, abstract submission fees, travel expenses (e.g. airfare, train, etc.), and accommodation costs. All travel arrangements must follow [St. Michael's Hospital rules](#).
- Poster printing costs.
- The funds do not cover meals or entertainment expenses.

NOTE: The supervisor is expected to advance the expenses for the trainee conference participation using research funds either by directly paying for the expenses or by reimbursing the trainee for the expenses. The RTC travel award will be deposited to the supervisor's research account/project at St. Michael's Hospital.

Application Procedure:

Ensure that you notify your supervisor and administrative assistant that you will be applying for the award. Your supervisor will be required to attest to an application.

The application procedure is a two-step process consisting of:

- **Application prior to travel** (see below)
- **Procedure for Award Funds Transfer After Travel** (see below)

Application for the Award Prior to Travel

You can submit your application only after your abstract is accepted, but prior to attending the conference. Applications received after the meeting has occurred will not be eligible

Applicants must complete an online [RTC Conference Travel Award Application Form](#), which includes:

1. Trainee information
2. Supervisor and lab Information
3. Conference information.
4. Proof of the relevant abstract submitted to the meeting, and notice of acceptance (e.g. an acceptance letter)
5. Proof of confirmation to present at the conference (for oral presentations only)
6. Information on the meeting you will be attending and its relevance to the applicant's research (your research)
7. Curriculum Vitae (CV): Canadian Common CV (CVV) CGS-Master's Format. Instructions can be found [here](#)
8. Full disclosure of funding information (awards and fellowships including travel awards) awarded to the applicant (yourself)
9. Completed and signed copy of the "Supervisor Attestation" form below (Please submit the file as a PDF or Word document and name the file using the following format:
Firstname_Lastname_RTCTravelAward

Applications submitted with missing or incomplete information will be notified of the missing information required and advised to re-submit the application. Re-submitted applications will be treated as new applications (i.e. will be returned to the back of the line).

When will you hear back from us?

Applications will be reviewed on a rolling basis and we will get back to you as soon as possible and *prior* to the conference.

NOTE: This is a limited award for which demand will exceed the available funding. Successful applicants are required to inform the RTC of any changes, including receiving additional funds, or if the abstract is withdrawn and if the applicant is no longer attending the conference for which they received this award. Applicants who withdraw their application are eligible to apply in future RTC Travel Award competitions.

The supervisor is expected to advance the expenses using research funds where possible or reimburse the trainee from the funds as soon as possible after the travel following [rules set by St. Michael's Hospital](#).

For any questions, email us at rtc@unityhealth.to.

Procedure for Award Funds Transfer After Travel

The RTC's financial contribution to successful applicants is guaranteed. **Supervisors are expected to advance expenses to their trainees to cover conference expenses.** All travel arrangements and reimbursements must comply with [UHT policies](#). Expenses (up to \$500) will be reimbursed to the supervisor's SMH research account/project after the travel has been completed and the necessary documents submitted to the RTC.

Reminder:

- RTC does not arrange direct transfer of the award to the trainees. Award will be transferred to the trainee's supervisor's SMH research account/project.
- It is the supervisor's responsibility to pay trainee travel expenses or reimburse any expense that the trainee directly paid for.

For the RTC to initiate the transfer of the Travel Award to the supervisor's account/project, the trainee must do the following after the travel:

- **If the supervisor advanced funds for the conference expense**, the trainee must then:
 1. Provide RTC with proof of conference attendance (copy of boarding pass if applicable, conference badge, etc.) and presentation (i.e. conference booklet etc.).
 2. Provide their lab administrative assistants with original receipts, and send a copy to the RTC.

Email this information to us at rtc@unityhealth.to. Once this is complete, RTC will initiate a transfer of the travel award to the supervisor.

- **If the trainee paid for the conference expense**, the trainee must then:

1. Provide RTC with proof of conference attendance (copy of boarding pass if applicable, conference badge, etc.) and presentation (i.e. conference booklet etc.).
2. Provide RTC with proof of trainee's reimbursement of their travel expenses from their supervisor's research account/project by either
 - Sending the RTC (rtc@unityhealth.to) the copy of the [Payment Requisition Form](#) (with all supporting documents) that was sent to Research Finance (researchfinance@unityhealth.to) by the trainee or their lab administrative assistant/manager to reimburse the trainee's expenses from their supervisor's SMH account/project

OR

- CC'ing the RTC (rtc@unityhealth.to) on the original [Payment Requisition Form](#) submission to the Research Finance.

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Email this information to us at rtc@unityhealth.to. Once this is complete, RTC will initiate a transfer of the travel award to the supervisor.

NOTE: Payment Requisition Form is not a Travel Award reimbursement form. Submission of the Payment Requisition Form to the Research Finance is a reimbursement to the trainee for their conference expenses from their supervisor's account/project. Therefore, in the Payment Requisition Form, the "Reason for Request" is "Attendance of insert name conference" and NOT "RTC Travel Award". Submission of this form is necessary to ensure that trainees are reimbursed for their conference expenses by their supervisor.

If you are not sure how to fill out the Payment Requisition Form please reach out to us at rtc@unityhealth.to and we will help guide you.

It is the award recipient's responsibility to submit all documentation for reimbursement by the submission deadline that will be outlined in the award letter.

Upon receipt of the above-stated documents by the submission deadline, RTC will initiate a Travel Award funds transfer to the supervisor's SMH research account/project. RTC does not arrange direct reimbursement to the trainees.

Questions?

Please direct questions to the RTC Specialist at rtc@unityhealth.to

SUPERVISOR ATTESTATION FORM**Instructions:**

- 1) Please have your supervisor answer the questions in the boxes below.
- 2) This form should be signed and dated by you and your supervisor.
- 3) Upload a copy of this form as a PDF or Word document to your [online application](#) using the naming convention **Firstname_Lastname_RTCTravelAward**.

Applicant and Conference Information:

- Applicant Full Legal Name (as it appears on your government issued ID)*

- Conference Being Applied For (please DO NOT use acronyms):

- Conference Dates (mm/dd/yy): From: _____ To: _____

Supervisor Attestation:

- Supervisor's Name _____
- Title (i.e. Scientist, Clinical Investigator, etc.): _____
- I confirm that the nominated student or postdoctoral fellow has at least 75% protected research time allocated to research.

Yes No

- How do you feel this conference will benefit the applicant's training? Please explain in 2-3 sentences.

Enter your response here:

We affirm that the provided information and submitted materials are true and accurate representations to the best of our understanding.

Signature of Applicant: _____ Date: _____

Signature of Supervisor: _____ Date: _____