

<p>Purpose of Award</p>	<p>The RTC Travel Award allows trainees (graduate students and research fellows) to travel to events that will enhance their research training experience. Reimbursement of expenses will be awarded for the travel-related expenses of one of the following:</p> <ul style="list-style-type: none"> • Presenting their research at a national or international conference/workshop. • Attending a certification course for the purpose of learning a new research skill.
<p>Eligibility Criteria</p>	<ul style="list-style-type: none"> • An applicant must be a full-time Research Fellow (CF0086) or Graduate Student (CF0088) engaged in research at The Hospital for Sick Children at the time of application, travel, and reimbursement of travel expenses. • The trainee's Supervisor must hold an appointment as Scientist, Senior Scientist, Associate Scientist or Senior Associate Scientist in the SickKids Research Institute. • Only one trainee per supervisor per fiscal year (April 1, 2012 – March 31, 2013) can be awarded.
<p>Reimbursement Information</p> <div data-bbox="147 905 355 951" style="border: 1px solid black; padding: 2px; width: fit-content;"> <p>New for 2012-13!</p> </div>	<ul style="list-style-type: none"> • Funding is provided on a reimbursement basis only. No funds will be issued prior to travel. • The travel award will be awarded on a first come, first serve basis. The RTC cannot reserve funds in advance for individuals traveling in the future. • The reimbursement of travel expenses will be transferred back to the PI's cost centre that originally paid for them through an expense transfer form. RTC will no longer issue cheque reimbursements. • Applicants must submit all the required documents listed on the application cover page (Page 2 of this document). • In order for a reimbursement to be applied to the 2012-2013 year, please submit your application to the RTC by March 22, 2013. This is to allow the RTC sufficient time to process the application and submit it to Research Finance by the fiscal year deadline. • Please note that travel support from the Research Institute should not be derived from two intramural funding sources for the same activity. Full disclosure of funding information and reimbursements is required for every submission; otherwise the application will not be processed.
<p>Amount of Award</p>	<ul style="list-style-type: none"> • The amount of the award is up to a maximum of \$1000CAD. Trainees can submit travel expenses from one event only and cannot combine receipts from different events to make up \$1000CAD. • The award can be used to cover: conference registration fees, travel expenses (e.g. air, train, taxi, etc) and accommodation costs. • The award will not cover: meals, entertainment, poster material expenses, course tuition or course registration fees.
<p>Application Procedure</p>	<ul style="list-style-type: none"> • Please submit your application within one month following the completion of travel. • Incomplete applications will not be considered. Please ensure you have included all the items listed on the following pages in your application.
<p>How To Submit Applications</p>	<p>Applications must be submitted via email as one PDF document to: research.trainingcentre@sickkids.ca</p>
<p>Questions</p>	<p>If you have any questions, please contact: Shiv Kamal, Senior Secretary 416-813-7654 ext. 1426 or shiv.kamal@sickkids.ca</p>

APPLICATION COVER PAGE

Trainee Name	
Trainee Type	<input type="checkbox"/> Graduate Student <input type="checkbox"/> Research Fellow
Lab/Office Telephone #	
E-mail Address	
Supervisor	
Supervisor Email	
Research Institute Program	
Name of Conference/ Workshop/ Course/ Institution	
Location of Conference	
Date(s) of Attendance	From (mm/dd/yy): _____ To (mm/dd/yy): _____

Reimbursement Document Checklist:

<p>If you attended a meeting/conference:</p> <p><input type="checkbox"/> Completed Application Cover Page</p> <p><input type="checkbox"/> Proof of attendance (e.g. letter from conference administrator, name tag, etc.)</p> <p><input type="checkbox"/> Proof of presentation of your research at the meeting/conference (e.g. conference booklet)</p> <p><input type="checkbox"/> Copy of the relevant abstract</p> <p><input type="checkbox"/> Copies of all receipts submitted to Accounts Payable</p> <p><input type="checkbox"/> Copy of the Monthly Income (MI) report showing the reimbursed expenses</p> <p><input type="checkbox"/> Breakdown of expenses being submitted for Reimbursement</p>	<p>If you attended a workshop:</p> <p><input type="checkbox"/> Completed Application Cover Page</p> <p><input type="checkbox"/> Proof of attendance</p> <p><input type="checkbox"/> Copy of certificate of completion for course</p> <p><input type="checkbox"/> Copies of all receipts submitted to Accounts Payable</p> <p><input type="checkbox"/> Copy of the Monthly Income (MI) report showing the reimbursed expenses</p> <p><input type="checkbox"/> Breakdown of expenses being submitted for reimbursement</p>
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We agree that none of these expenses have been reimbursed through any other source of funding and understand that this application will not be processed if found otherwise.

Trainee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____