

2018 Scientific Knowledge Exchange Program Guidelines

These guidelines provide detailed information regarding the Scientific Knowledge Exchange Program Grant offered by the Women & Children's Health Research Institute (WCHRI).

These guidelines will be reviewed annually and may be subject to amendment. It is the responsibility of awardees to ensure continued compliance with these guidelines.

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1.0 Award Overview

SKEP funding is reserved for events:

- That will be of general interest to WCHRI members.
- Invitations to attend WCHRI-supported events are expected to be well-communicated to WCHRI members.
- The event must relate to women and/or children's health and be relevant to WCHRI.

Visiting lecturers to the University of Alberta (maximum of \$1,000)

- The lecture must be a formal, open presentation.
- The lecture must be open to WCHRI members and WCHRI trainees must be provided an opportunity to meet with the visiting lecturer.
- WCHRI members not residing in Edmonton are not eligible to be funded as visiting lecturers.

Local conferences, symposia and workshops hosted by WCHRI members (maximum of \$2,000)

- The event must be local (ideally on campus, the Stollery Children's Hospital or the Royal Alexandra Hospital).
- The event must be open to WCHRI members.

2.0 Eligibility

Awardees may hold these funds once per grant type, once per year, but not for the same or similar event. WCHRI membership is free; complete membership information may be found on our website at <http://www.wchri.org/membership>.

3.0 Award Details

Eligible costs are as per the University policies, and can be found on the university's [UAPPOL](#) site. Please refer to the following UAPPOL guidelines:

1. [Expense Reimbursement – Goods and Services procedure](#);
2. [Travel Expense Procedure – Appendix A: Schedule of Allowable Travel Expenses](#);
3. [Hospitality, Working Sessions/Meetings and University Employee Functions procedure](#).

Alcohol is not an eligible expense.

4.0 Application

The original, signed application must be submitted on an up-to-date WCHRI application form. No other forms will be accepted. Please read the instructions carefully before filling out the form. Applications must be submitted a minimum of 30 days prior to the event start date. Applications with missing information or documentation will be returned to the applicant to address and re-submit. It is the applicant's responsibility to ensure the application is accurate and complete.

5.0 Results

Formal result letters will be sent to applicants within two (2) weeks of application being received.

6.0 Funding

WCHRI approval of the commencement and compliance form will result in award funding transfer. All funds must be used in accordance with the approved application budget.

7.0 Reporting

The awardee shall maintain relevant documents which support expenditures incurred. Supporting documents will be made available to WCHRI, upon request. An award report (financial and outcomes) must be received within 30 days from the term of the award end date and must include a narrative of event outcomes and/or impacts. This is important to provide a record of the event and for communications with our donors.

8.0 Communications

All publications, including public messages, arising from this event supported by WCHRI must acknowledge our support.

For research events related to children's health: “This event has been funded by the generous support of the Stollery Children's Hospital Foundation through the Women and Children's Health Research Institute.”

For research events related to women's health: “This event has been funded by generous supporters of the Lois Hole Hospital for Women through the Women and Children's Health Research Institute.”

For research events related to women and children's health: “This event has been funded by the generosity of the Stollery Children's Hospital Foundation and supporters of the Lois Hole Hospital for Women through the Women and Children's Health Research Institute.”

Awardees are asked to inform WCHRI in advance if the event receives major journal and/or media coverage. WCHRI reserves the right to publish and/or disseminate information relevant to grants and awards.

Downloadable logos are available on our [website](#).

9.0 Contact Information

If you have any questions regarding the WCHRI Scientific Knowledge Research Exchange Program or application process, please contact WCHRI Grants Administration at wcgrants@ualberta.ca.