

2019-2021 Trainee Travel Grant Program Guidelines

These guidelines provide detailed information regarding the Trainee Travel Grant program 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.

Updated: July 2019

- 1.0 Award overview**
- 2.0 Eligibility**
- 3.0 Application**
- 4.0 Acknowledgement of WCHRI support**
- 5.0 Award disbursement**
- 6.0 Communications**
- 7.0 Contact information**

5-083 Edmonton Clinic Health Academy (ECHA) 11405-87 Avenue Edmonton, Alberta, Canada T6G 1C9
780.248.5602 TEL | 780.248.5616 FAX | wchri@ualberta.ca | www.wchri.org

1.0 Award overview

This is a non-competitive funding program that is offered as a benefit of WCHRI membership. The award provides a contribution to trainee travel for in-training members, with the support of their primary supervisor, to actively engage in promoting their research contributions at conference and scientific sessions.

This program is administered on a first-come, first-served basis and is offered annually from April to March. It is WCHRI's intention to fund all applications which meet relevance and eligibility criteria, within budget constraints. Funding will be disbursed as a one-time academic bursary, valued at up to \$750.00 (maximum), and is not subject to tax. All applications must meet program requirements as detailed in these guidelines.

2.0 Eligibility

All applications to WCHRI must align with our [relevance criteria](#) in order to be eligible for funding.

In-training member

- Applicants must be physically attending the University of Alberta. Applicants must be registered at the University of Alberta at the time of application, in a full-time graduate or post-graduate program of training (graduate, post-doctoral/clinical fellow, resident or sub-specialty resident), or the applicant has been supported by a WCHRI Summer Studentship and is presenting the WCHRI-supported summer studentship work at the conference.
- Applicant must be the first author on the abstract accepted for (oral or poster) presentation.
- Each trainee is eligible to hold funds once during each program type.
- Successful applicants are required to present their research at WCHRI Research Day within a year of receiving WCHRI support.
- All applicants must be WCHRI in-training members. Membership is free. Membership information can be found on our [website](#).
- WCHRI will not provide support of travel costs to in-training members for presentations in Edmonton and/or the surrounding area and/or associated campuses.

Academic member

- The sponsoring supervisor must be the WCHRI academic member under whose supervision the work was done.
- All supervisors must be WCHRI academic members for a period of at least one year prior to sponsoring application(s) to this program (except newly recruited faculty to the University of Alberta).
- A supervisor may sponsor a maximum of two trainee travel awards per fiscal year (April to March).

3.0 Application

It is the applicant's responsibility to ensure completeness and submission to WCHRI. Applications must be submitted by e-mail to wccgrants@ualberta.ca no later than 30 days prior to the event start date.

All application forms must be accurate and complete at the time of submission and include:

- Applicant/in-training member signature.
- Sponsoring supervisor signature.
- Student ID.
- Confirmation of current direct deposit information in Bear Tracks.
- Application must be received by WCHRI *no less than 30 days prior to the event*.

Applications must be submitted with the following supporting documentation:

- The submitted and accepted abstract.
- Confirmation of acceptance from the event organizer.

Application eligibility is determined by administrative review; application outcomes are final. Outcomes are emailed to the applicant and the primary supervisor. The applicant and/or supervisor remains the primary point of contact for this award.

4.0 Award disbursement

Award funding is disbursed through University of Alberta direct deposit only. All applicants must have up to date banking information associated with their University of Alberta Bear Tracks account at the time of application submission. Where banking information does not support disbursement of award commitments, award commitments will be void.

5.0 Acknowledgement of WCHRI support

All publications, including public messages, arising from research supported by WCHRI grants and/or awards must acknowledge the support of WCHRI. Downloadable logos and complete acknowledgement information are available on our [website](#).

6.0 Communications

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

7.0 Contact information

If you have any questions please contact WCHRI Grants Administration at wcgrants@ualberta.ca.