

## **SUNNYBROOK RESEARCH INSTITUTE**

### **TRAINEES TRAVEL AWARD**

Sunnybrook Research Institute (SRI) is committed to providing support for trainee activities. The Trainee Travel Award is available for full-time trainees engaged in research at Sunnybrook Health Sciences Centre under the supervision of a SRI scientist.

#### **Purpose of the Award**

The Trainee Travel Award allows 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 for presenting at a national or international conference.

#### **Eligibility Criteria**

- ❑ An applicant must be a full-time trainee (graduate student or postdoctoral research fellow) at the time of application, travel and reimbursement of travel expenses.
- ❑ The trainee's supervisor must hold an appointment as a senior scientist, scientist or associate scientist at SRI.
- ❑ One trainee per supervisor semi-annually (July 1 to Dec 31) and (Jan 1 to June 30) may receive the award.
- ❑ Full disclosure of funding information and reimbursements is required for every submission; otherwise, the application will not be processed.
- ❑ Trainee must be presenting at a national or international conference.
- ❑ Trainee does not have a travel award with his/her scholarship/fellowship.

#### **Amount of the Award**

The amount of the award is to a maximum of \$1,000. Trainees may submit travel expenses from one event only. They may not combine receipts from different events to make up \$1,000.

- The award will cover: conference registration fees, accommodation, transportation expenses (e.g., via airplane, train, taxi, etc.)
- The award will not cover meals, entertainment or poster material expenses.

### **Application Procedure**

Applicants must submit applications within two weeks after the travel has been completed. The travel award will be awarded on a first-come, first-served basis, contingent upon funding availability.

Applicants must submit the following:

1. Completed application form (attached).
2. A breakdown of expenses being submitted for reimbursement.
3. ORIGINAL receipts for expenses (note: airline tickets and boarding passes are required to claim airfare expenses).
4. Proof of presentation at meeting/conference (e.g., conference booklet).
5. Proof of attendance.
6. A copy of the relevant abstract.

This award will be in the form of reimbursement to the supervisor's research grant or to the individual that originally paid for the travel.

For more information, please contact: Merle Casci at 416-480-5741  
[casci@sri.utoronto.ca](mailto:casci@sri.utoronto.ca)

### **Submit Applications to:**

Merle Casci  
SRI Trainee Centre  
2075 Bayview Ave., Room S670  
Toronto, Ontario M4N 3M5

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## TRAINEE TRAVEL AWARD APPLICATION FORM

<b>Trainee Name</b>	
<b>Trainee Type</b>	<input type="checkbox"/> Graduate Student <input type="checkbox"/> Postdoctoral Research Fellow
<b>Lab/Office Tel #</b>	
<b>Email address</b>	
<b>Supervisor</b>	
<b>Supervisor email</b>	
<b>Name of Conference</b>	
<b>Location of Conference</b>	
<b>Date(s) of Attendance</b>	From (mm/dd/yy): _____ To (mm/dd/yy): _____
<b>Total for reimbursement</b>	\$_____ Itemized list attached.
<b>Reimbursement (please check method)</b>	<input type="checkbox"/> Transfer: Cost Centre #: _____ <input type="checkbox"/> Cheque: Make Payable to: _____

We agree that all submitted receipts are originals covering the expenses for travel. 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.

Signature of Trainee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE:**

1. Maximum amount of reimbursement is \$1000 CDN

2. Only eligible expenses documented by ORIGINAL valid receipts will be reimbursed.