

# NORTHERN MEDICAL PROGRAM CONFERENCE TRAVEL AWARD APPLICATION FORM ELECTRONIC SUBMISSION ONLY

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The Northern Medical Program Office of Research Services (NMPORS) provides financial assistance for students presenting research findings at academic or professional conferences.

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## GUIDELINES

### **GENERAL INFORMATION**

1. The purpose of the Conference Travel Award competition is to support University of British Columbia Northern Medical Program (NMP) students working with NMP Faculty (Academic and Affiliate/Cross-Appointed) in presenting and disseminating research findings and/or the results of research projects to the provincial, national, or international research community.
2. Awards are available up to a maximum of \$1,500 each and contingent upon funding availability.
3. There will be a total of two (2) competitions per academic year:
  - Competition #1:
    - “Fall Conference Travel Award Competition”  
Opens: the FIRST Monday in October. Call for applications will be emailed to students.  
Application Deadline: the SECOND Friday in November (date to be specified in the call for applications; date will be adjusted to account for statutory holidays)  
Number of Awards: A maximum of three (3) awards will be disbursed  
Results/Notification: within 1 week of review (December)
  - Competition #2:
    - “Spring Conference Travel Award Competition”  
Opens: the FIRST Monday in March. Call for applications will be emailed to students.  
Application Deadline: the SECOND Friday in April (date to be specified in the call for applications; date will be adjusted to account for statutory holidays)  
Number of Awards: A maximum of three (3) awards will be disbursed  
Results/Notification: within 1 week of review (May)
4. Conference travel awards are to be utilized within nine (9) months of the signed approval letter.
5. Students are only eligible to receive one (1) award per academic year and may only receive a maximum of (2) awards during their undergraduate training.
6. Retroactive applications are strongly discouraged. In exceptional cases, applicants may apply for retroactive consideration; however, the applicant must apply prior to attending the conference and an explanation will be required.
7. Funds will be allocated to one (1) accepted abstract only for each applicant. If a paper or poster is multi-authored, with more than one author applying to the NMP Conference Travel Award Competition, the funds will be shared between the authors.

## **ELIGIBILITY**

1. Applicants will normally be an author on a paper or poster being presented. If you are not presenting at a conference or workshop, please clearly define your role in participation.
2. Applicants must be a current Northern Medical Program Student In Good Standing.

## **APPLICATION REQUIREMENTS**

Applicants **MUST** electronically submit the following to [NMP-facsupport@unbc.ca](mailto:NMP-facsupport@unbc.ca):

1. A completed NMP Conference Travel Award Application form  
(\*Incomplete applications will not be accepted\*)
2. Letter of Support from your Research Supervisor. If you are unable to meet this requirement, please provide justification as to why you are unable to provide a support letter.

## **ACCESSING YOUR AWARD**

If you are awarded a conference travel award, the following must be provided in order to receive your funds in a timely manner (no later than 30 days after the conference or workshop):

Upon return from your trip, you must submit ALL receipts, with a signed and coded travel expense claim and a copy of your award letter within 30 days to NMP Office of Research Services for sign off. The NMPORS Assistant will forward your signed travel expense claim to the finance department.

## **EVALUATION/ASSESSMENT CRITERIA**

Applications will be reviewed by the NMP Conference Travel Award Committee. Committee members are responsible for assessing the application and providing brief notes and an assessment score using the application reviewer sheet. Any issues with the application are to be discussed at the review meeting and resolved by consensus.

The committee is composed of the following individuals:

- NMP Research Lead
- NMP Assistant Dean or Regional Associate Dean
- 2 (two) NMP Faculty Members

Applications will be reviewed within 2 - 4 weeks of the deadline for the funding call. Successful applicants will be notified within 1 week of committee review.

## **FUNDING PRIORITY**

As funding is provided by the NMP and intended to support **NMP students working with NMP Faculty** in presenting and disseminating research findings and/or the results of research projects, funding will be awarded to the three (3) highest ranked applications, based on the following funding priorities **in descending order**:

- Priority 1: NMP Student working with a NMP Faculty member
- Priority 2: UBC Medical Student working with a NMP Faculty member
- Priority 3: NMP Student working with a UBC Faculty member

## **CONDITIONS OF FUNDING**

Award recipients must submit a one (1) page report, using the reporting template provided by the NMPORS, along with a copy of the presentation paper, slide deck, and/or poster to the NMP Office of Research Services within 30 days of attending the conference or workshop to receive funds.

If you have any questions, please contact the NMPORS at 250-960-6511.

## APPLICATION

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### Submission Instructions:

Submit your application and the following supporting document to [NMP-facsupport@unbc.ca](mailto:NMP-facsupport@unbc.ca):

- Letter of Support from your Research Supervisor. [If you are unable to meet this requirement, please provide justification as to why you are unable to provide this support letter]
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### 1. Application & Conference Information

<b>First Name:</b>	<b>Last Name:</b>
<b>Telephone #:</b>	<b>Email:</b>
<b>Application Type:</b>	
<b>Conference Name:</b>	
<b>Conference Location:</b>	<b>Conference Start Date: (dd/mmm/yyyy)</b> <b>Conference End Date: (dd/mmm/yyyy)</b>
<b>Title of Abstract:</b>	
<b>Authors:</b>	

### 2. RELEVANCE

How is your research relevant to the mandate and/or research priorities of the Faculty of Medicine and/or the University of Northern British Columbia:

*(maximum 1000 characters)*

**3. DESCRIPTION OF THE CONFERENCE:**

Describe how this conference is relevant to your research:

*(maximum 500 characters)*

**4. YEAR OF STUDY:**

Please indicate your year of study at the time of application.

**5. RESEARCH EXPERIENCE**

Describe your relevant research experience (examples include positions held, conference publications, journal publications, research awards)

*(maximum 1000 characters)*

**6. ANTICIPATED BENEFITS/OUTCOMES TO STUDENT AND RESEARCH COMMUNITY:**

a) Provide a description of the anticipated outcomes from attending and presenting at the event and how it will benefit your medical training.

b) Provide a short description of how your research presentation could potentially benefit the conference participants and/or the relevant research community and/or other stakeholders and/or health research in Canada.

*(maximum 1000 characters)*

**7. CONFERENCE EXPENSES:**

Category	[ X ]	Cost
<b>Transportation:</b> Please indicate the form(s) of transportation you will be taking, and the estimated cost.	Air [ ] Train [ ] Car [ ] Other [ ]	\$
<b>Registration Fees:</b>		\$
<b>Meals (Per Diem):</b> \$54 p/day Maximum	B \$12 [ ] L \$15 [ ] D \$22 [ ] I \$5 [ ]	\$
<b>Accommodations:</b> Ensure Government rates are utilized, and limit expenditure to reasonable amount	Number of days [ ] Daily rate [ ]	\$
<b>Total Estimated Travel Costs:</b>	Cdn [ ] Other [ ]	\$
<b>Total Amount Requested: (up to a maximum of \$1,500)</b>	CDN	\$

**8. AUTHORS / ABSTRACT:**

In the boxes below, please indicate the research authors in the proper order; please note that the applicant **MUST** be the first author of the research being presented. Copy and paste the title of your research and the abstract of your research paper or poster.

All fields must be completed (even if you are the sole author). Any missing information may result in your application being withdrawn.

**Authors:**

**Title of your Research:**

**Abstract:**

## 9. Background Information

### Publication Intentions

- Abstract to be published
- Paper to be published in conference proceedings
- Paper to be submitted for publication - Name of Journal:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date