



## O'Brien Institute for Public Health

### Student Travel Award

#### Terms of Reference

The O'Brien Institute for Public Health **Student Travel Award** will provide funding to support travel for students who are presenting their first-author research at an academic conference.

#### **Funding Details**

- **Use of Funds:** Travel (mileage, parking, airfare, bus or train fare), per diem for meals and incidentals, accommodations, baggage fees.
- **Funds Available:** The award amount is up to \$500 CAD depending on the breakdown of estimated expenses provided by the student.
- **Deadline:** There will be rolling deadlines until the annual budgeted amount is expended each fiscal year (April 1 – March 31).

#### **Eligibility:**

- Students enrolled full-time in a master's or PhD degree program at the University of Calgary and engaged in research relevant to either the O'Brien Institute's Health Systems Portfolio or Centre for Health Policy priorities.
- The student's primary supervisor must be a member of the O'Brien Institute for Public Health.
- The work must be aligned with the [Better Health Care area of focus](#).
- Students can only receive this award once per research program.

#### **Application Requirements:**

- Completed application form
- Student biography (maximum 300 words) and photo.
- Documentation from the conference confirming acceptance of the abstract or invitation to present.
- Documentation from the conference confirming registration (i.e. outline of the cost for registration and what items are included in the registration fee).
- Detailed list of estimated expenses quotes/estimates with invoices and receipts as applicable.
- Letter of support from applicant's master's or PhD degree program supervisor.

#### **Evaluation of Applications:**

Applications will be reviewed by a panel for eligibility and completeness.

#### **Policies:**

- Only one award per student per fiscal year will be awarded.
- Applications to be submitted using the online webform.

- Submit a photo and biography which will be posted on the O'Brien Institute for Public Health website and may be used in presentations.
- Submit expense reports to evidence the appropriate use of funds.
- Recipients may be asked to:
  - o Present their talk or poster as part of an O'Brien Institute for Public Health event
  - o Actively participate in future O'Brien Institute for Public Health initiatives
  - o Support peers and mentor more junior students
  - o Participate in future O'Brien Institute for Public Health evaluation activities, including submitting a report to document the appropriate use of funds and presentation outcomes.

**Cancellations/Interruptions:**

If for some reason, the anticipated conference does NOT take place or you do not attend, notify the O'Brien Institute for Public Health as soon as possible and communicate alternate plans for use of the funds, subject to approval by the O'Brien Institute team.

If you have already received the funds, you may utilize funds to cover costs for cancellations, and fee changes that may have been incurred. The remaining funds may be utilized towards another learning experience or opportunity within **1 year** from the date of previously anticipated travel. If you are not able to utilize the funds towards another learning experience or opportunity that supports your education journey, contact the O'Brien Institute team to make arrangements to have the funds returned.

If you have not yet received the funds, you will be notified that the Student Travel Award has been suspended, and funds will be held until further notice. If the conference is not rescheduled to a later date **within the next year**, the student remains eligible to apply for the Student Travel Award to support travel to another conference.

**Application Deadline: rolling deadlines  
Incomplete applications will not be considered.**

**For more information contact iph@ucalgary.ca**