Application for Exchange Funding

The CaRDM Eq Exchange Fund is intended to support trainees in participating in national and international exchange opportunities.

Exchange grants will be awarded 2 times a year on a competitive basis and can be used to support course fees, travel, accommodation, and food expenses.

Funding levels will be determined based upon the nature of the request and the availability of funds.

Trainees may only receive funding for one exchange opportunity during their participation in the program.

All grants will be awarded based on available funds and merit, and appropriateness of request.

ELIGIBILITY

Applicants must be CaRDM Eq trainees, registered full-time student at the time of application and travel and in good academic standing.

The reason for participating in an exchange program must support CaRDM Eq training components and/or be in alignment with both the individual trainee’s research area of focus as well as CaRDM Eq research themes.

Eligible expenses can include:

- Course fees
- Accommodation (at lowest reasonable cost available)
- Meals
- Cost of air travel (lowest rate available, and may not exceed economy fare)
- Cost of land travel, not to exceed the equivalent of economy airfare.
- Travel cancellation insurance
- Travel health insurance for trainees who do not receive any such benefits from their university or other sources
- Safety-related expenses
- Entry visa fees

Important: All expenses must adhere to University of Toronto policy to be reimbursed.
INSTRUCTIONS:
To apply for funding, please complete the following form return a completed and signed document PDF or Word format to Augusta Lipscombe (a.lipscombe@utoronto.ca) by the below deadlines.

Fall/Winter 2024 Deadline: June 9th, 2024
Spring/Summer 2025 Deadline: December 8th, 2024

If approved, payment will be made following a reimbursement method. In order to process payment, trainees must retain and submit all receipts and corresponding credit card statements.

NOTE: It is recommended that trainees apply to SGS for Research Travel grants first for travel-related expenses and utilize CaRDM Eq funding to cover the remaining amount/other expenses.

PLEASE NOTE:
CaRDM Eq is not responsible for any accidents, illness or losses that may occur. Trainees are responsible for ensuring that they have appropriate insurance to cover any potential issues.
## Exchange Funding Form

<table>
<thead>
<tr>
<th>Trainee Name:</th>
<th>Email:</th>
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<tbody>
<tr>
<td>Institution:</td>
<td>Department:</td>
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Please describe the exchange you are looking to participate in:

Please describe the activities you will be participating in as part of the exchange:

**Exchange organization:**

**Supervisor at the exchange organization + title:**

**Exchange location (City, Country):**

**Start date:**

**End date:**

Please confirm your ability to travel and participate in the program (i.e., VISA requirements, leaves of absence):

<table>
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<th>Have you received other funding to support this exchange? Please include any payment you will receive from the host.</th>
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<tr>
<td>☐ YES</td>
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<tr>
<td>☐ NO</td>
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Describe how the exchange aligns with the objectives and research themes of CaRDM Eq:

Describe how the exchange aligns with your personal research interests and career/education direction:

Provide a breakdown of your anticipated expenses (e.g., travel, housing):
Student’s signature: _________________________________ Date: __________________

Supervisor’s signature: _________________________________ Date: __________________

**Please attach the following to your application form:**

☐ Proof of exchange placement (e.g., copy of offer letter from host)