Application for Travel Funding

The CaRDM Eq Travel Awards are intended to support experiential learning and facilitate mobility (e.g., participation in regional, national, or international conferences, workshops, and symposia).

Travel grants will be awarded 3 times a year on a competitive basis and to support travel, accommodation, and food expenses.

- For travel related to experiential learning, funding will be determined based upon the nature of the request and availability of funds.
- For travel related to conference attendance, funding will be limited to up to $750 per trainee per year.

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

ELIGIBILITY

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

Reason for travel must support CaRDM Eq training components and/or be in alignment with CaRDM Eq research themes.

Eligible expenses include:

- Conference registration fees
- Accommodation (at lowest reasonable cost available)
- Meals
- Cost of poster printing for presentation purposes
- 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 one or both of the following forms based on your travel type and return a completed and signed document PDF or Word format to Augusta Lipscombe (a.lipscombe@utoronto.ca) by the respective deadlines.

**Summer 2024 Travel Deadline:** April 7th, 2024  
**Fall 2024 Travel Deadline:** August 11th, 2024  
**Winter 2024 Travel Deadline:** December 8th, 2024

If approved, payment will be made following a reimbursement method and University of Toronto policy. 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 Conference or Research Travel grants first and utilize CaRDM Eq funding to cover the remaining amount.
# Experiential Learning Travel

Appropriate for costs associated with internships and observerships.

<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 select the type of experiential learning you are participating in.

- [ ] Observership
- [ ] Industry Internship

Host organization:

Host location (city, country):

Placement start date: | Placement end date:

Have you received other funding to support your experiential learning? Please include any payment you will receive from the host.

- [ ] YES (Please specify source and amount)
- [ ] NO

Describe how your placement aligns with the objectives and research themes of CaRDM Eq:

Provide a breakdown of your anticipated expenses (travel, housing, etc.):

Student’s signature: ___________________________ Date: __________________

Supervisor’s signature: ___________________________ Date: __________________

Please attach the following to your application form:

- [ ] Proof of placement (e.g., copy of offer letter from host)
Mobility Travel
Appropriate for costs associated with domestic/international conferences/workshops/symposia.

<table>
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Title of Paper or Poster (if presenting) or Reason for Attendance:

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>Event Date(s):</th>
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Event Location (City, Country):

<table>
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<tr>
<th>Are you the primary author &amp; presenter?</th>
<th>If NO, please clarify your role:</th>
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<tbody>
<tr>
<td>☐ YES</td>
<td>☐ NO</td>
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<tr>
<td>☐ NO</td>
<td>☐ N/A</td>
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</tbody>
</table>

Is your conference related to a research subject that NSERC supports?

| ☐ YES | If YES, indicate the **NSERC research subject** your conference proceedings relate to: |
| ☐ NO |

Have you received other funding for this conference?

| ☐ YES | If YES, please indicate amount and funding source: |
| ☐ NO |

Describe how the event aligns with the objectives and research themes of CaRDM Eq:

Provide a breakdown of your anticipated expenses (e.g., travel, registration fee, meals):

Student’s signature: ___________________________ Date: ________________

Supervisor’s signature: ___________________________ Date: ________________

Please attach the following to your application form:

☐ Proof of presentation or registration (e.g., copy of acceptance letter from conference organizers).