

**School of Epidemiology and Public Health  
Faculty of Medicine  
University of Ottawa**

**Protocol for Student Research and Conference Financial Support**

The School has a small source of funds that can be used to reimburse students for:

- Expenses incurred in data collection (**Research-related Costs**); and
- Expenses occurred in presenting their research at conferences (**Conference Presentation Costs**).

The financial support available depends on the annual budget allocated to the School by the Faculty of Medicine. The financial support available from the School is not therefore guaranteed.

Student requests for financial research support are approved on a first-come, first-served basis, subject to the availability of funds.

**1.0 Research-related Costs**

Financial support for the direct collection of data for an approved thesis or research paper.

Students must have completed all registration procedures for their thesis or research paper, i.e., the research protocols have been approved.

**1.1 Eligible expenses include, for example:**

- Participant fees for focus group members;
- Participant fees for individual qualitative interviews; and
- Travel to conduct interviews, archival research, consult documents or personnel outside the National Capital Commission.

**1.2 Maximum Grant Available**

- Up to CAD\$500.00
- MSc Students - One single grant for duration of studies.
- PhD Students – One single grant for duration of studies.

**1.3 Eligibility**

- MSc Students – Full time students who have completed two terms but less than six terms.
- PhD Students – Full time students who have completed at least three terms but less than twelve terms and have successfully completed their comprehensive examinations.

**1.4 Application Process**

Submit to the Director of Graduate Studies a request (maximum two pages) containing an outline of the research or travel activities with specific description of the use to which the funds will be put and include the following statement:

*I confirm that there are no other available or sufficient sources of funds for these research activities/travel costs.*

The request must be co-signed by the student's supervisor(s).

## **2.0 Conference Presentation Costs**

Support for presentation at major conferences of research results emanating from either the student's thesis or research paper.

The material presented must be directly related to the student's thesis or research paper and must have been obtained during the student's period of study.

### **2.1 Eligible Expenses include for example:**

Conference registration fee;

Transportation costs only at most economical rate – outside Ottawa-Gatineau;

Accommodation and meals; and

Cost of printing poster or other promotional material.

### **2.2 Maximum Grant**

Up to \$1,000 available.

MSc Students - One single grant for duration of studies.

PhD Students – One grant per year for duration of studies.

### **2.3 Eligibility**

Student must be the first author or co-first author and must be the presenter.

MSc Students – Full time students who have completed two terms but less than six terms at time of application.

PhD Students – Full time students who have completed at least three terms but less than twelve terms and have successfully completed their comprehensive examinations at the time of application.

Presentation of research must take place before the 31<sup>st</sup> of August of final year of program of study.

### **2.4 Application Process**

Submit to the Director of Graduate Studies a request (maximum two pages) containing an outline of the dissemination activities with specific description of the use to which the funds will be put and include the following statement:

*I confirm that there are no other available or sufficient sources of funds for these research activities/travel costs.*

The request must be co-signed by the student's supervisor(s).

The request must be accompanied by confirmation of presentation from the conference organizers.

## **3.0 Reimbursement Procedure (Please also refer to [UofO Policy 21](#))**

### **3.1 On receipt of confirmation from the Director of Graduate Studies that your request has been approved:**

- ✓ Complete the Authorization to Travel/Travel Advance form prior to your travel.

- ✓ Staff in the main office (Room 101, 600 Peter Morand, [seph@uottawa.ca](mailto:seph@uottawa.ca)) can offer assistance in completing this form, if you have questions.
- ✓ For this appointment you will need to bring:
  - Name and dates of conference;
  - Your travel dates; and
  - Estimated costs for your flight, hotel and conference registration.

**2.0 On your trip:**

- ✓ Keep all original receipts (boarding passes, taxi receipts, detailed meal receipts (alcohol is non-reimbursable), hotel receipt, etc.).
- ✓ A copy of the conference program or meeting agenda to submit with your travel expense claim form when you come back.

**3.0 On your return:**

- ✓ The travel claim must be completed within 10 working days following your return:  
<http://www.uottawa.ca/financial-resources/accounting/travel-reimbursement-form>.
- ✓ If you have questions, staff in the main office can assist you in completing the appropriate travel expense claim documents.
- ✓ Bring all of the documentation listed above to the main office.

*Graduate Studies Committee January 2018.  
School Assembly January 2018.*