

## Protocol for Student Financial Conference and Research Support

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

Expenses occurred in presenting their research at conferences (**Conference Travel**); and

Expenses incurred in data collection (**Research-related 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 Conference Travel Support

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.

#### 1.1 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.

#### 1.2 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.

#### 1.3 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.



#### 1.4 Additional Funds from the Graduate and Postdoctoral Studies Office (GPSO)

The GPSO has additional funds which can be used to cover transportation expenses to conference. The maximum amount varies according to the conference location.

Please refer to the GPSO [Conference Travel Grant](#) web page for more information.

#### 1.5 Application Process:

Submit the following to the School of Epidemiology and Public Health Main office ([seph@uottawa.ca](mailto:seph@uottawa.ca))

1. An email indicating if you are applying to the SEPH Conference Travel Funds and/or the GPSO Travel Grant.
2. A signed (by supervisor) Conference Travel Grant form that corresponds to your status:
  - [Master's with thesis students \(PDF\)](#)
  - [PhD and fast-track students \(PDF\)](#)
3. A completed [Request for Authorization to Travel Form](#).  
Submit this form in excel format.  
Leave the FOAP field blank, this will be filled in by the administrative officer.  
Per diem amounts in North America for 2019/2020 are as follows: Breakfast \$20.50; Lunch \$20.10; Dinner \$50.65. Call the SEPH Administrative Officer at 613-562-5800 x6985 to obtain quotes for per diem amounts outside of North America.  
Per diems amounts are not reimbursed for meals that are included in the cost of accommodation or registration.
4. Required Supporting documentation (please make sure that all your documents are clearly scanned):
  - An abstract of the publication to be presented;
  - A formal indication of the list of authors (cover page of publication or extract from the conference documentation or exchanges with the conference organizers that evidence the relevant publication and the list of authors);
  - A written proof that the publication has been accepted for presentation at the conference (issued by the conference organizers);

Once the School Administrative Officer has had an opportunity to review your request, they will ask you to come to the office (600 Peter Morand, room 101G) for signature.

The School Administrative Officer will submit your completed documentation to the appropriate authorities for final approval. They will notify you by email if your application has been approved.

Only complete applications will be processed. Incomplete applications will be rejected. It is the sole responsibility of the student to ensure that all the required documentation and all signatures are provided with the application.

No cash or credit card advances will be provided.

#### 1.6 Deadlines:

It is recommended to submit the complete application **30 days prior** to the conference in order to receive a decision prior to departure. All applications must be submitted at least a week before the first day (official date) of the conference. No application will be considered eligible if received after the beginning of the conference.

**1.7 On your trip:**

- Keep all original receipts (boarding passes, taxi receipts, hotel receipt, etc.).
- Keep a copy of the conference program or meeting agenda to submit with your travel expense claim form when you come back.

**1.8 Reimbursement:**

- The travel claim must be completed **within 10 working days following your return**: <http://www.uottawa.ca/financial-resources/accounting/travel-reimbursement-form>.
- Every expense must be itemized on a day to day basis.
- For every day traveled, the receipts from that day must be numbered and identified on your travel claim (in the right-hand column) and taped (no staples) on a blank sheet of paper. You must also indicate the date and your name on top of each page. Boarding passes can be taped on a single sheet.
- Do not put a lump sum amount for items that cover more than a day; i.e. your hotel statement should be divided on a daily basis and other expenses such as Internet fees should be included in the miscellaneous expenses category. Be sure to justify, if applicable, how Internet fees were used i.e. why Internet access was necessary.
- 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.  
In person at 600 Peter Morand, room 101 (Peter Morand Crescent, Ottawa).

<b>2.0 Research Related Costs</b>
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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.

**2.1 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 region.

**2.2 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.

**2.3 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.

**2.4 Application Process**

Submit to the SEPH administrative officer ([seph@uottawa.ca](mailto:seph@uottawa.ca)) a request (maximum two pages) containing an outline of the research 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).