



## LIBIN CARDIOVASCULAR INSTITUTE TRAVEL AWARD – TERMS OF REFERENCE

The Libin Cardiovascular Institute (LCI) Travel Award is intended to help offset costs for Libin trainees traveling to national and international conferences in the current fiscal year. The LCI Travel Award provides travel support to a maximum of \$1,000 per Libin trainee. Trainees must be presenting a paper or poster or giving an oral presentation. Applicants must provide a copy of his/her **accepted abstract and confirmation of acceptance for presentation**, as well as a completed **Libin Cardiovascular Institute Application for Travel Award** form as part of the application process.

As of April 2022, trainees that present an abstract that relates to women's cardiovascular health and/or sex and gender are now eligible to be funded through the LCI's Women's Cardiovascular Initiative up to \$1,000. This is not considered an external award. Trainees cannot receive both a LCI Travel Award and a LCI Women's Cardiovascular Health Travel Award at the same time.

The number of awards available are subject to availability of funds and quality of applications.

**\*NEW\* To support more equitable distribution of travel awards, LCI travel award applications will now be accepted twice a year (deadlines will be announced by the Libin Cardiovascular Institute). If your abstract has not yet been accepted, you may apply for the LCI Travel Award and/or LCI Women's Cardiovascular Health Travel Award with intent to travel, however, we require you to provide confirmation of acceptance for presentation prior to travel before receiving reimbursement through the LCI Travel Award and/or LCI Women's Cardiovascular Health Travel Award.**

### ELIGIBILITY

To be eligible for a LCI Travel Award, applicants must satisfy the following criteria:

- Applicants must be a Libin trainee (e.g., undergraduate student, graduate student, postdoctoral fellow, clinical trainee) at the time of application and travel;
- The applicant's supervisor must be a full member of the Libin Cardiovascular Institute
- The applicant must be a first author on the abstract presented
- The applicant is traveling to present a paper or poster, or oral presentation at a national or international scientific meeting or conference. Virtual conferences/meetings will be considered for reimbursement.
- The individual has not received a LCI Travel Award and/or LCI Women's Cardiovascular Health Travel Award in the current fiscal year (April 1 to March 31). There is a maximum of one award per person per year regardless of you receive a LCI Travel Award and/or a LCI Women's Cardiovascular Health Travel Award
- Research associates, lab managers and principal investigators are **not** eligible to receive a Libin Cardiovascular Institute Travel Award.

Eligible expenses include:

- Travel (economy airfare only)
- Accommodation
- Conference Registration
- Meals if not included in registration fee (receipts or per diem) – alcohol is not eligible

Please refer to the University of Calgary's [Travel and Expense Reimbursement Handbook](#) for details on per diem rates.

## GUIDELINES

- The maximum award per claim is \$1,000.
- The amount of each travel award is subject to availability of funds.
- Requests made to the LCI must be made in advance of the conference being attended. The travel award will be given as a reimbursement after the individual's attendance and presentation at a scientific conference. **Requests made to the LCI for past conferences will not be accepted.**
- Travel Awards from other sources:
  - It is expected that trainees will apply simultaneously for other sources of funding, including departmental, faculty, and external travel awards. The LCI Travel Award and/or LCI Women's Cardiovascular Health Travel Award will cover up to \$1,000. Expenses above and beyond should be covered by the applicant and/or applicant's supervisor.

## APPLICATION PROCESS

The applicant must provide the following information:

- A copy of his/her abstract to be presented and confirmation of acceptance of abstract for presentation (or indicate intent to travel and/or that abstract has been submitted and is pending acceptance)
- Complete a **Libin Cardiovascular Institute Application for Travel Award Form**

The award will be distributed to the Libin trainee as a reimbursement after the trainee has attended the conference and upon presentation of original receipts in accordance with the University of Calgary's [Travel & Expense Reimbursement Handbook](#). Receipts may be scanned and electronically submitted for reimbursement. Applicants should keep a copy of submitted paperwork for your own records.

**Please submit copies of accepted abstract and confirmation of acceptance of presentation in ONE PDF, and Application for Travel Award to:**

Libin Cardiovascular Institute  
[libinscholarships@ucalgary.ca](mailto:libinscholarships@ucalgary.ca)

\*\*If you are in the department of Biomedical Engineering and applying for a BME Travel Award, please also send your application to the BME Graduate Program Office at [bmegrad@ucalgary.ca](mailto:bmegrad@ucalgary.ca).



## LIBIN CARDIOVASCULAR INSTITUTE (LCI) – APPLICATION FOR TRAVEL AWARD

Please send complete forms to [libinscholarships@ucalgary.ca](mailto:libinscholarships@ucalgary.ca).

Libin Cardiovascular Institute (LCI) Travel Award and LCI Women's Cardiovascular Health Travel Award applications must be submitted **PRIOR** to attending a conference. If you have been fully reimbursed for your travel from another source, you are not eligible for a LCI Travel Award and/or LCI Women's Cardiovascular Health Travel Award. **Travel award applications submitted after attendance at a conference will not be accepted.**

If you are in the department of Biomedical Engineering and applying for a BME Travel Award, please also send your application to the BME Graduate Program Office at [bmegrad@ucalgary.ca](mailto:bmegrad@ucalgary.ca).

SECTION A: STUDENT INFORMATION					
Last Name		First Name		Middle Initial(s)	
UCID		Academic Level (Undergraduate, MSc, PhD, PDF, etc.)			
Faculty		Department			
Street Address					
City		Province		Postal Code	
E-mail		Phone No.			
Supervisor (Last Name, First Name)					
SECTION B: CONFERENCE INFORMATION					
Conference Title					
Conference Location (City, Country)		Conference Date(s)			
Title of Paper / Poster Presentation					

What are you presenting?

Paper Presentation

Poster Presentation

Oral Presentation

**Statement of Need**

Why are you applying for the Libin Cardiovascular Institute Travel Award and/or the LCI Women's Cardiovascular Health Travel Award? Please include any information on current external financial support you receive (if applicable) and travel budgetary requirements.

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**How will this conference aid your scientific career?**

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**LCI Women's Cardiovascular Institute Travel Award applicants only**

Does your abstract relate to women's cardiovascular health and/or sex and gender?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**Estimated Cost of Travel**

The LCI will cover costs incurred to you as the recipient of this award. The LCI will not cover additional costs incurred for guests. Please retain all receipts, including itemized receipts showing items paid for. If no itemized receipts are submitted, they may not be eligible for reimbursement.

Description	Estimated Amount
Air Transportation <i>Please retain boarding passes. LCI will only cover costs for travel to and from the conference location.</i>	
Accommodations	
Conference Fee	
Ground Transportation	
Meals	
Other (please specify)	
TOTAL	

**Travel awards from other sources (if applicable) – Please list award and date applied.**

It is expected that trainees will apply simultaneously for other sources of funding, including departmental, faculty, and external travel awards. The LCI Travel Award and/or LCI Women's Cardiovascular Health Travel Award will cover up to \$1,000 in outstanding travel awards. Expenses above and beyond any award(s) should be covered by the applicant and/or applicant's supervisor.

SECTION C: SIGNATURES			
Signature of Applicant		Date	
Signature of Supervisor		Date	

**SECTION D: APPLICATION CHECKLIST**

- application is being submitted **prior** to attendance at a conference
- travel expenses have not already been reimbursed from another source
- a copy of the paper, poster or abstract you will be presenting
- a complete Libin Cardiovascular Institute Application for Travel Award form

SUBMIT ONE PDF TO:

LIBIN CARDIOVASCULAR INSTITUTE OFFICE  
[libinscholarships@ucalgary.ca](mailto:libinscholarships@ucalgary.ca)