



LIBIN CARDIOVASCULAR INSTITUTE TRAVEL AWARD – TERMS OF REFERENCE

The Libin Cardiovascular Institute Travel Award is intended to help offset costs for Libin trainees traveling to national and international conferences. The Libin Cardiovascular Institute Travel Award provides travel support to a maximum of \$1,500 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. The number of awards available are subject to availability of funds and quality of applications.

ELIGIBILITY

To be eligible for a Libin Cardiovascular Institute 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 Libin Cardiovascular Institute Travel Award in the current fiscal year (April 1 to March 31). There is a maximum of one award per person per year.
- 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

Meals	Per Diem Rate for Travel in Canada	Per Diem Rate for Travel in the USA or any other North American country or territory (i.e., USA, Mexico, Caribbean)	Per Diem Rate for Travel Outside of North America
Daily Rate	\$CAD 51**	\$USD 51**	CAD \$75**
Breakfast	\$12	\$12	\$18
Lunch	\$14	\$14	\$21
Dinner	\$25	\$25	\$36

**The Daily Rate is the per person/daily maximum

GUIDELINES

- The maximum award per claim is \$1,500.
- Requests made to the Libin Cardiovascular Institute Office 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 Libin Institute's Research Office 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 Libin Cardiovascular Institute Travel Award will cover up to \$1,500 in outstanding travel awards after funds from external sources. The total of all external awards and Libin Cardiovascular Institute Travel Awards cannot exceed \$3,000. If more than \$1,500 in external funding is received, funding from the Libin Cardiovascular Institute Travel Award will be scaled back accordingly. Expenses above and beyond should be covered by the applicant and/or applicant's supervisor.

Example:

Actual Travel Expenses (Total)	Other sources of funding (including departmental, faculty, and external travel awards)	The LCIA Travel Award (will cover outstanding travel awards <u>after</u> funds from external sources have been applied up to a maximum total of \$3,000)	Outstanding Balance (to be covered by the applicant and/or supervisor if permitted)
\$1,000	\$300	\$700	\$0
\$1,500	\$500	\$1,000	\$0
\$2,000	\$0	\$1,500	\$500
\$3,500	\$1,000	\$1,500	\$1,000
\$3,500	\$1,500	\$1,500	\$500
\$3,500	\$3,000	\$0	\$500

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
- 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 of Alberta
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.



LIBIN CARDIOVASCULAR INSTITUTE – APPLICATION FOR TRAVEL AWARD

Please send complete forms to libinscholarships@ucalgary.ca.

Libin Cardiovascular Institute Travel Award Applications must be submitted **PRIOR** to attending a conference. If you have been reimbursed for your travel from another source, you are not eligible for a Libin Cardiovascular Institute 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.

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? Please include any information on current external financial support you receive (if applicable) and travel budgetary requirements.

--

How will this conference aid your scientific career?

--

Estimated Cost of Travel

The Libin Cardiovascular Institute will cover costs incurred to you as the recipient of this award. The Libin Cardiovascular Institute will not cover additional costs incurred for guests. Please retain all receipts, including itemized receipts showing items paid for.

Description	Estimated Amount
Air Transportation <i>Please retain boarding passes. The Libin Cardiovascular Institute 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 Libin Cardiovascular Institute Travel Award will cover up to \$1,500 in outstanding travel awards after funds from external sources have been applied. The total of all external awards and Libin Cardiovascular Institute Travel Awards cannot exceed \$3,000. Expenses above and beyond should be covered by the applicant and/or applicant's supervisor. Travel reimbursement will not be processed until external funding has confirmed.

--

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