

Dept Medical Biophysics

MBP 50th Anniversary Student Travel Award

As part of its celebration of 50 years of graduate training, the Department of Medical Biophysics is pleased to announce the MBP 50th Anniversary Student Travel Award. All students studying for a degree in Medical Biophysics whose supervisor's graduate appointment is in Medical Biophysics are eligible to apply.

Purpose of the Award

The MBP 50th Student Travel Award supports MBP students to travel to academic meetings that will enhance their research training. Reimbursement will be awarded for expenses related to travel to national or international conferences at which the student presents his or her work. The awards will continue as long as MBP funds are available to support them.

Eligibility Criteria

- ❑ The applicant must be an MBP graduate student at the time of application, travel and reimbursement of travel expenses;
- ❑ The student's supervisor must hold an appointment in MBP;
- ❑ One student per supervisor per conference annually may receive the award;
- ❑ Full disclosure of funding information and reimbursements is required for every submission;
- ❑ The applying graduate student must present at a national or international conference;
- ❑ The student must not already hold another travel award, including one as part of his/her scholarship or fellowship.

Amount of Award

The award will be paid to a maximum of \$1,000. Students may submit travel expenses from one conference only; they may not combine receipts from different events.

- ❑ Eligible expenses include conference registration fees, accommodation and transportation expenses.
- ❑ The award will not cover meals, entertainment or presentation material expenses.

Application Procedure

Students should apply in advance of travel. Applications will be considered following two deadlines each year: on June 1 for travel between July 1 and December 31; and on December 1 for travel between the following January 1 and June 30. To apply, students should submit the attached application form. Travel awards are contingent on available funding and will be paid once travel is complete and the student has demonstrated that they have fulfilled the above conditions of the award.

Upon completion of travel, the student must submit the following:

1. A breakdown of expenses submitted for reimbursement;
2. Receipts for expenses, ORIGINALS if the expenses have not been reimbursed, COPIES if the expenses have been reimbursed and the originals are held by their institute (note: both airline tickets and boarding passes are required to claim airfare expenses);
3. Evidence of presentation at meeting/conference (e.g., conference programme booklet).
4. Proof of attendance;
5. A copy of the relevant abstract.

Awards will be considered on a first come, first served basis and given in the form of reimbursement of eligible expenses, up to a maximum of the award amount, to the supervisor's research grant or to the individual who originally paid for the travel.

For more information, please contact
Ms Chau Dang, Dept Medical Biophysics
Tel: 416-634-8750, email: chau.dang@utoronto.ca

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Application Form

Student Name:		
Lab/Office Tel #:		
Email address:		
Supervisor Name:		
Supervisor email:		
Name of Conference:		
Location of Conference:		
Date(s) of Attendance:	From (dd/mm/yy): To (dd/mm/yy):	
Total requested:	\$ _____	Attach itemized list of all anticipated expenses. Below, provide details of how all of these will be covered.
Other confirmed sources of funding for travel:	\$ _____	Source: _____
	\$ _____	Source: _____
	\$ _____	Source: _____
Reimbursement Method:	Transfer to cost Centre #: _____ Name: _____	
	Cheque (original receipts required) payable to: _____	

I certify that that none of the requested expenses will be reimbursed through any other source of funding and agree that if this is so, the application will be withdrawn.

Signature of Student: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Submit Application to:
Ms Chau Dang, Dept Medical Biophysics
101 College Street, TMDT 15-707, Toronto, ON M5G 1L7
Email: chau.dang@utoronto.ca

Deadlines: 1 December for travel between 1 January to 30 June 2017; 1 June for travel between 1 July and 31 December 2017.