

CNAES

HQP Research & Collaborative Exchange Funding Information & Instructions

Revised, Effective September 25, 2017

Any central travel funds remaining after the Annual Meeting will be used to subsidize HQP travel costs for collaboration and training throughout the year. Applications will be competitive and ideally other sources of funds will be obtained as well to support the proposed work. In order to be as fair as possible, an application process for obtaining this funding has been put in place by the CNAES Science Committee.

Purpose of the HQP Travel Fund:

- To foster collaboration amongst CNAES members, with the aim of connecting Projects and Themes;
- To facilitate the sharing of knowledge and skills;
- To enable the sharing of equipment and tools; and
- To enhance HQP training opportunities and knowledge transfer.

Eligible Activities:

- ***Exchanges to CNAES labs/agencies (academic, government, and industrial)***
Applications for within-network exchanges are our first priority. Applicants may request funding for extended visits, e.g. several weeks.
- **Exchanges to non-CNAES labs/agencies (academic, government, and industrial).** Priority will be given to Canadian labs/agencies, but international labs/agencies are also eligible. Applicants may request funding for extended visits, e.g. several weeks.
- **Travel for HQP-led symposiums or workshops.** HQP may apply for funding to help them lead a symposium or workshop at a relevant national or international conference. Applicants may request travel funding for the HQP leading the symposium/workshop, and in exceptional cases, partial support for travel funding of invited keynote speakers.
- **Professional training courses, workshops, or meetings.** For example, HQP may apply to attend professional workshops for value-added aspects such as statistical training, effective writing, media training, etc.
- **Conference/Workshop/Meeting travel.** HQP may apply to travel to national or international conferences/workshops/meetings to present their research. These requests will be considered as funding allows and applicants should take advantage of all sources of funding at their institution, existing CNAES funds with co-investigators, and funding from conference sources.

Applicants will be asked to clearly identify the benefits of the proposed activity to their CNAES research project, or to the CNAES' overall research program. Funding must be used for activities that were *not* originally planned in the Project budget. Contact your supervisor for more information.

Who is eligible to apply?

- All active CNAES Highly Qualified Personnel (HQP) are eligible to apply.
- CNAES HQP alumni may be eligible to apply if they are participating in a CNAES event/workshop or if they are presenting CNAES results at national/international conferences.
- HQP may apply multiple times. These applicants must demonstrate that they have explored other funding options in the 'Proposed Budget' section of the application form. For Exchanges, HQP may apply to revisit the same lab/agency, but they will need to justify this in the application form.

Terms and Conditions:

The grant will help to cover the costs associated with the proposed activity. Successful applicants will receive their funding via reimbursement. The total amount awarded is dependent on the number of applications received and the expenses proposed.

Eligible expenses include:

A) Travel Costs

The following travel costs are eligible: **1) transportation; 2) accommodation; and 3) meals. The conditions for each category are listed below:**

1) Transportation: Up to a maximum of a return economy fare. This can be for a flight, bus, or train and the appropriate least-expensive travel mode should be considered. Business class/Luxury transportation will not be reimbursed. *If you plan to drive to the proposed location, please contact Jenn Robinson for more information.*

2) Accommodation: The standard will be a single room with a private bath in a hotel. Luxury accommodations will not be reimbursed.

3) Meals: The maximum daily food allowance, based on the University of Toronto's per diem rate:

	Within Canada	USA or International
Breakfast	\$11.00	\$15.00
Lunch	\$17.00	\$22.50
Dinner	\$27.00	\$37.50
<i>Daily total</i>	\$55.00	\$75.00

Please note that it is not permitted to claim a full day per diem when at a conference if the conference fees include a meal component, or if travel begins in the middle of the day.

To reduce meal costs, applicants are encouraged to consider buying groceries to prepare some of their meals, particularly when not staying in hotel accommodations.

B) Fees

- For example, conference registration fees and training course fees.

C) Travel costs for invited keynote speakers at HQP-led Symposia/Workshops

- Refer to the guidelines in section A above.

Applicants should create their proposed budget using the above conditions. All proposed expenses must be eligible under both the NSERC's "Travel and Subsistence Costs" policy: <http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp> and the University of Toronto's "Travel & Other Reimbursable Expenses Policies & Guidelines" <<http://www.finance.utoronto.ca/gtfm/travel/policy.htm>>.

How to apply:

Applicants must complete Application Form A (for Exchanges) or Application Form B (for all other proposed activities). Each application form contains the following sections:

(1) Applicant Information

(2) Proposal Details:

- a) Project Title
- b) Overview of Project
- c) A one page proposal (maximum 500 words), outlining the proposed activity and identifying the anticipated benefits to the student's research and/or to the CNAES's overall research program, and proposed timeframe. If applying for conference/workshop travel or training, please provide the name, location and dates of the conference/workshop as well as other relevant details.
- d) Contact information of the Host Lab (if applicable)

(3) Proposed Budget: A budget of total proposed expenditures and justification of budget, signed by the applicant's supervisor. **As available funding is limited, providing economical budgets will likely enhance a successful outcome in the evaluation of the application.** Provide details of any additional funding sources for the initiative, if applicable. Note that this additional funding will be viewed positively by the Science Committee.

The following items must be included in the 'Budget Justification' section:

- A clear statement from the PI regarding the availability of Project funds to help support the travel;
- A clear statement describing other funding sources that the student applied for to help support the travel (e.g. institutional funds, student travel funds from the conference association); and
- A clear description of how the budget was calculated to demonstrate that the most economical means of travel was sought.
- Optional: For conference travel, a percentage of funding contributed by the PI if possible (this would be viewed positively by the Science Committee).

and,

(4) Letter of Support: If the applicant is applying for an Exchange (to either a CNAES or non-CNAES lab/agency), please provide a letter from the host lab/agency indicating their support for the visit and how it will benefit the applicant as well as their lab/agency. For all other proposed activities, please provide a letter of support from the applicant's supervisor outlining their support and how the proposed activity will benefit the applicant and/or the CNAES' overall research program.

Send completed applications electronically to Jenn Robinson (cnaes.manager@utoronto.ca) and your Theme leader(s) (listed below).

Theme Leader contact information:

Theme 1 –John Gunn jgunn@laurentian.ca; or Brian Branfireun bbranfir@uwo.ca

Theme 2 – John Richardson john.richardson@ubc.ca; or Irena Creed icreed@uwo.ca

Theme 3 – Pedro Peres-Neto pedro.peres-neto@concordia.ca

Application Deadlines:

Applications will be reviewed on an on-going basis by the Science Committee. Applications can be submitted at any time, but must be submitted well in advance of the planned travel. The Science Committee will aim to process applications within 10-business days.

We will prioritize all requests received by Nov. 1, 2017 for any planned travel until June 2018. Any subsequent requests may depend on whether remaining funds are available.

Supervisors must sign the application, therefore applicants should send their completed application to their supervisor at least two weeks in advance so that she/he has adequate time to review and sign it.

Expectations of Successful Applicants:

Successful applicants will be expected to submit the following documentation within one month of completing their exchange:

- **A one-page report and photo (maximum 500 words) describing your visit.** Include your original objective, and what you accomplished. This will be shared within the CNAES community.

Questions?

Contact Jenn Robinson, Network Manager
416-946-7222; cnaes.manager@utoronto.ca