

LDI TRAVEL AWARDS

The Lady Davis Institute Travel Awards Committee will meet in April of every year (for travel between October of the previous year to September of the year of the application) and also in October (for travel between April of the year of application to March of the following year) to consider applications for these travel awards. The deadline for receipt of applications is April 1st and October 1st by 5PM. If the date falls on a weekend or statutory holiday the deadline is the next business day by 5PM.

It is the candidate's responsibility to ensure that an electronic copy of all required documents is received by Alessandra Padovani (Alessandra.Padovani@ladydavis.ca) by 5PM on those dates. Late or incomplete applications will not be considered.

PURPOSE AND OBJECTIVES OF THE AWARDS

These awards will be used to enhance the graduate training of students enrolled in years two to seven of a Ph.D. program (**Ph.D. 2-7**), in years two or three of a M.Sc. program (**M.Sc. 2 and 3**) and **postdoctoral trainees**, by providing travel funds for the presentation of a scholarly contribution at recognized, preferably prestigious, scientific **International Conference (regardless of location)**. Only travel to international scientific conferences will be considered. International conferences held within Canada are eligible.

VALUE OF AWARDS

The value of the travel awards will range from \$500-\$1000. They may be used to pay for travel, conference registration fees, and associated costs. Expenditures must be justified with receipts.

SUPERVISOR CONTRIBUTION

The recipient's supervisor is expected to provide additional travel support necessary to enable the trainee to attend the conference.

ELIGIBILITY

- At the time of application, applicants must be registered as full-time graduate students at McGill University (Ph.D. years 2-6; M.Sc. 2-3) or registered at McGill University as postdoctoral trainees.
- At the time of taking up the award, applicants must have been accepted to give an oral presentation or present a poster at a scholarly meeting that falls within the specified time period of the competition.
- Applicants may apply prior to receiving confirmation of acceptance, but must have been accepted to present an oral or poster before filing a claim for travel reimbursement.
- Applicants who have access to another source of travel funds of \$2500 or more, such as from a studentship or fellowship that includes an envelope of money for conferences are not eligible to apply.
- Applicants must declare any other source of travel funds (obtained or applied for) in the application. Applicants may not combine travel awards from multiple sources totalling more than \$2500.

- The primary supervisor must hold a McGill appointment and have a lab/research based at the LDI/JGH.
- The applicant must be paid through the LDI/JGH.
- There is a limit of two applications per supervisor per competition.
- Applicants can only submit one application per competition and can only receive one award per year.

REQUIRED DOCUMENTS (submitted as one pdf entitled ‘Applicant Family Name_Given Name_Travel Award_April YEAR (or October YEAR)

NOTE that late, incomplete or handwritten applications will not be considered. ALSO NOTE that failure to comply to the LDI Guidelines will automatically lead to the withdrawal of the application from the competition (see checklist at end of application form).

- One (1) electronic copy of the application form bearing signatures where required (electronic or handwritten (and scanned) acceptable)
- An abstract of the oral or poster to be presented (1 page maximum)
- Evidence of acceptance to present an oral or poster (copy of letter of acceptance or of conference program). If not available at time of application, the proof of acceptance must be submitted as soon as possible. Payment will not be issued until this documentation is received.
- Brief cv, including university degrees, awards and list of publications including conference abstracts.
- For students and postdoctoral trainees, transcript to confirm registration and Academic status (most recent unofficial McGill transcript from Minerva)
- For postdoctoral trainees, final transcript (unofficial is fine) from their PhD confirming date of graduation

ATTRIBUTION OF AWARDS

Criteria used in the selection process for the LDI Travel Award may vary depending on the number of applicants, the funds requested, and the available funds. The awards will be attributed among all eligible applicants by merit and based on the benefits the applicant will gain from the conference. Preference may be given to trainees applying/accepted for an oral presentation and applicants who have not previously received a LDI Travel Award.

ANNOUNCEMENT OF RESULTS

E-mails announcing competition results will be sent to each applicant.

PAYMENT

The award is paid as a reimbursement of travel expenses upon return from the conference. Recipients of the award must provide the Finance Department with original receipts in order to obtain the full payment of the award.