

PHYSIOLOGY AND BIOPHYSICS CONFERENCE TRAVEL GRANT

Conference travel grants may be awarded to full time graduate students registered in a Department of Physiology and Biophysics program and to Post Doctoral Fellows. Their supervisor must be a member of the Department of Physiology and Biophysics. In order to be eligible, the applicant must present a poster or paper based on the results of their research at a national or international scholarly meeting or conference. Travel costs can be claimed only for travel from Halifax to the location of the conference, and must be based on the lowest available fares. For conferences held in Nova Scotia only registration costs and reasonable travel costs are eligible. A letter of acceptance from the conference, or a copy of the conference program must be attached to the application. The letter of acceptance or conference program must include the name of the applicant, the title of the poster or paper to be presented and the date and location of the conference.

Students are eligible to apply for one travel grant per year while registered in the department. Students must be registered in the department at the time of application and at the time of the conference. Postdoctoral Fellows are eligible to apply for one travel grant per year while holding an appointment in the department. They must hold their appointment in the department at the time of application and at the time of the conference.

Please note:

- Supervisor's approval must be given to all applications.
- Applications will not be accepted for conferences that occur after graduation or appointment end date.
- Refer to the Dalhousie Travel Policy located on the Financial Services website at dal.ca/finserv under "Travel Policy".

The maximum travel grant award is \$500; this amount is subject to change.

If approved, the applicant will receive a letter of confirmation via e-mail and the funds will be provided through the travel expense claim process. Please note: conference travel grant decisions are not subject to appeal.

After the conference, a completed travel expense claim form together with original receipts (including all boarding passes) must be submitted within 30 days of travel to the department's **Graduate Studies Secretary** (Room 3B-01, Sir Charles Tupper Medical Science Building).

Applications must be submitted to:

Department Head
Department of Physiology & Biophysics
Room 3B-01, Sir Charles Tupper Medical Building
5850 College Street
Halifax, NS, Canada, B3H 4R2

THE APPLICATION MUST CONTAIN ORIGINAL SIGNATURES—PHOTOCOPIES AND FACSIMILES WILL NOT BE ACCEPTED.

Students Undertaking International Activities:

We are concerned for students planning to travel to countries with travel restrictions as announced on the Department of Foreign Affairs website. When travelling outside of Canada, please contact The International Centre to review your plans with them. We process grant applications with written confirmation from The International Centre that all pre-departure requirements for international travel have been met.

Health Coverage:

Please be advised that international students on Study Permits are eligible for MSI insurance services in NOVA SCOTIA ONLY. All students should ensure they have adequate health coverage while out of the province (either through Dalhousie health plans or a private insurance plan).

APPLICATION FOR A PHYSIOLOGY AND BIOPHYSICS CONFERENCE TRAVEL GRANT

NAME:		BANNER ID #:
AFFILIATION:	MASTER'S STUDENT <input type="checkbox"/> DOCTORAL STUDENT <input type="checkbox"/>	PDF <input type="checkbox"/>
PHONE:		E-MAIL:
MAILING ADDRESS:		

I AM PRESENTING MY PAPER / POSTER AT: (FILL IN BELOW)	
CONFERENCE NAME:	
CONFERENCE LOCATION:	
CONFERENCE DATE(S):	
CONFERENCE WEBSITE (IF AVAILABLE):	
WILL YOU BE A REGISTERED STUDENT, OR HOLD A PDF APPOINTMENT, AT THE TIME OF THE CONFERENCE?:	<input type="checkbox"/> YES
IS THE PAPER/POSTER BASED ON YOUR CURRENT RESEARCH?:	<input type="checkbox"/> YES
TITLE OF PAPER/POSTER:	
NAME(S) OF AUTHORS:	

ITEM COST LIST	DETAILS	AMOUNT
AIRFARE		+
GROUND TRANSPORTATION		+
REGISTRATION FEE		+
ACCOMMODATION		+
MEALS		+
OTHER		+
CONTRIBUTORS TO THIS TRIP (TO BE SUBTRACTED)		-
TOTAL AMOUNT OF TRAVEL GRANT REQUESTED		=

TO BE COMPLETED BY THE SUPERVISOR: THE PAPER/POSTER TO BE PRESENTED IS BASED ON THE APPLICANT'S CURRENT THESIS RESEARCH		
SUPERVISOR NAME & EMAIL ADDRESS:	SUPERVISOR SIGNATURE:	DATE:
DEPARTMENT HEAD NAME:	DEPARTMENT HEAD SIGNATURE:	DATE:

DELIVER TO:

GRADUATE CO-ORDINATOR
PHYSIOLOGY & BIOPHYSICS, DALHOUSIE UNIVERSITY
Room 3B-01, Sir Charles Tupper Medical Building
5850 College Street
Halifax, NS, Canada, B3H 4R2

PLEASE ATTACH:

1. CONFERENCE PROGRAM OR LETTER/EMAIL OF ACCEPTANCE
2. LIST OF CONFERENCE REGISTRATION FEES (IF APPLICABLE)

NAME OF APPLICANT:	SIGNATURE:	DATE:
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