



## CCDPM Trainee Travel Awards – Winter 2024/25

### Terms of Reference

Funding for the Centre for Chronic Disease Prevention and Management's (CCDPM) Trainee Travel Award is made available by the Reichwald Family Southern Medical Program Chair in Preventive Medicine. The awards are designed to support travel costs to research meetings or conferences for CCDPM trainees.

### Eligibility

Undergraduate, Masters, PhD, and Post-Doctoral Fellow trainees are eligible to apply for this travel award. The following eligibility criteria apply:

- Applicants must present an oral or poster presentation at a regional, national or international meeting or conference.
- Applicants must be the first author on the accepted abstract.
- The applicant's primary supervisor must be a CCDPM Investigator or Affiliate Investigator.
- Travel must take place within 12 months of the competition deadline.

### Value of award

The award will support eligible travel costs to a maximum of \$1500. See the UBC Business Expense Policy and Business Expense Rules at <https://universitycounsel.ubc.ca/policies/business-expenses-policy/> for more information about eligible expenses.

### Adjudication of applications

- Applications will be reviewed by CCDPM Leadership to verify that the eligibility criteria have been met. Priority will be given to:
  - Applicants whose work is directly related to CCDPM's [primary research areas](#)
  - Applicants who have never previously received a CCDPM Trainee Travel Award
  - Applicants who have participated in CCDPM events
  - Applicants attending a conference in the first six months of the year (due to prioritized applicants attending a conference in the end of 2024 on the last round)
- This priority system will only be invoked if the number of eligible applications exceeds the number of available awards. If there are more eligible applications than awards available, then a draw will be conducted to select award recipients.

### Reimbursement

- Reimbursements will be provided upon submission of receipts and proof of attendance after the completion of travel. Awards cannot be transferred to other travel. Advances will not be issued.
- Reimbursement processes will be supported by administrative staff

### Conditions of Award

- The applicant and supervisor must include their CCDPM affiliation on the conference presentation.

### Deadlines and Number of Awards

A total of 10 awards are available for the 2024/25 Winter cycle. To accommodate different conference submission deadlines and to facilitate planning, another cycle is expected in the near future.

- Winter competition **Deadline: February 15<sup>th</sup>, 2025** [up to 10 awards available]

[Application link](#)