



## Edwin S.H. Leong Centre for Healthy Aging Guidelines for Trainee Travel Stipend

### Purpose:

The purpose of the Trainee Travel Stipend is to support trainees (Masters students, PhD students, or Postdoctoral/Clinical Fellows) of the Edwin S.H. Leong Centre for Healthy Aging to present at national/international conferences. By supporting trainees to participate in conferences, the Centre hopes to help foster career development and networking opportunities for trainees. Trainees will be reimbursed up to \$500 for expenses related to attending the conference. Fees related to presenting at a virtual conference are also eligible for reimbursement. If trainees have already been reimbursed for the conference by their faculty supervisor, or the supervisor paid for the expenses directly using grant funds, then the funds from the award can be transferred to their supervisor's grant.

### Eligibility:

Trainees receiving the Trainee Travel Stipend must:

- Be supervised by an Investigator of the Edwin S.H. Leong Centre for Healthy Aging
- Currently be enrolled in a graduate program at the University of British Columbia (UBC) or have an active postdoctoral/fellowship appointment at UBC
- Present/have presented at the conference (oral or poster presentation) for which they are applying for funding to attend
- Present/have presented a project related to healthy aging and that aligns with the vision of the Edwin S.H. Leong Centre for Healthy Aging to harness the science of healthy aging in order to help people in BC, Canada and around the world stay healthy, happy and active as they age

### Funding Available and Funding Period:

Stipends will be a maximum of \$500 per recipient and \$2,000 is available for this call for applications. Trainees will be reimbursed for eligible expenses (see list below) that were incurred during the funding period, which for this call is **June 1, 2023 – November 30, 2023**. Note, that the conference does not necessarily have to occur during this time period, just the expense. For example, if a trainee is

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presenting at a conference in December, 2023, but purchased their flight in October 2023 they are still eligible to apply for the Travel Stipend. A Travel Stipend may also be requested to reimburse fees for a conference that has already passed, as long as the expenses occurred (as indicated on the receipt) between June 1<sup>st</sup> – November 30<sup>th</sup>, 2023.

Trainees can only submit one application for this call for applications. In the event that there are more eligible applications than funds available, the recipients will be determined randomly. Preference will be given to trainees who have yet to receive a Trainee Travel Stipend from the Edwin S.H. Leong Centre for Healthy Aging

**Application Procedures:**

Trainees must complete the Edwin S.H. Leong Centre for Healthy Aging Trainee Travel Stipend Application Form. The form should be completed and emailed to Dr. Kim Schmidt ([kim.schmidt@ubc.ca](mailto:kim.schmidt@ubc.ca)), the Research Director of the Edwin S.H. Leong Centre for Healthy Aging by **4:00 pm on December 1st, 2023**. Please direct any questions regarding eligibility to Kim.

**Eligible Expenses:**

Eligible	Ineligible
-Airfare (economy class) -Accommodations (campus residence or economical hotel) -Conference/ registration fees -Meals or <a href="#">per diems</a> -Ground transportation (i.e. public transit, ferry, taxi, car rental, mileage, etc.) -Poster printing -Registration fees for virtual conferences	-Airfare over and above full economy fare -Companion costs -Optional conference activities (i.e. tours, golf tournaments, etc.) -Alcoholic beverages -Entertainment -Non-work related long distance calls

All expenses must adhere to UBC’s guidelines regarding [Travel Expenditures](#). Recipients must have receipts and proof of attendance and participation in the conference. A request for reimbursement will be initiated on Workday by the recipient. The appropriate Worktags will be provided.

**Acknowledgement:**

If possible, it would be appreciated if recipients of the Trainee Travel Stipend acknowledged the Edwin S.H. Leong Centre for Healthy Aging during their presentation. A logo can be provided upon request for this purpose.