

# ADI Trainee Travel Award

## Description of Award

The Alberta Diabetes Institute (ADI) offers Trainee Travel Awards to students supervised by ADI Members to provide financial assistance for travelling and presenting **diabetes-related** research at major national or international meetings. Presentations must be in the form of oral or poster platforms. It is the intent of this travel award to subsidize the costs associated with attendance at a meeting, and that the remaining costs will be covered by the supervisor or through a travel allowance associated with an internal or external studentship.

## Value

Up to \$500 (North America) / \$1,000 (outside North America). All expenses are to be reimbursed via the UofA travel expense claim process (valid receipts for all expenses required).

## Important Application Details

- **Letter of support and the application itself should emphasize the relevance of the trainee's abstract/ research towards diabetes.**
- If you are attending a conference, your application for travel funds must be submitted **prior** to your travel dates and accompanied by documentation from the conference organizers (confirming your poster or paper has been accepted for presentation or a letter of invitation to participate or present your work). You may apply for this award before you receive any confirmation, although funding will not be released until we receive written confirmation of acceptance.
- If you are required to register for the conference at which you are presenting/participating, your application for travel funds must be accompanied by documentation from the conference organizers confirming your registration.
- Reimbursement of travel expenses must be in compliance with the University's policies for submitting travel expense claims.
- It is expected that students who receive a research allowance from a Studentship should use this allowance for their travel costs rather than applying for an ADI travel grant. Applications will be accepted from students whose research allowance does not cover the full cost of travel to a meeting.
- You must acknowledge support from the Alberta Diabetes Institute in your oral presentation or on your poster.

## Eligibility Requirements

- You are eligible to receive an Alberta Diabetes Institute Travel Award **only once** during your graduate degree / postdoctoral training.
- You must be registered as a full-time student / postdoctoral fellow at the University of Alberta at the time of application and at the time of the proposed travel.
- Your supervisor must be an active ADI Member.

## Submission Deadline

Applications may be submitted at any time during the year; however, you must submit your application prior to your travel dates. Submit a PDF of signed application form and all supporting documentation to Colleen Ruptash at [cruptash@ualberta.ca](mailto:cruptash@ualberta.ca).

Candidate Name:

STUDENT ID:

1. Supervisor's Name:

2. Student Category (i.e., MSc, Postdoctoral Fellow, etc.):

3. Name, Date and Location of Conference:

4. Amount Requested: North America \$500  Outside North America \$1,000 

5. Nature of Participation (i.e., oral / poster presentation, etc.):

6. Briefly explain how your abstract has relevance to diabetes:

7. Did you attach copies of:

- Abstract
- Conference detail (program cover, conference notice, etc.)
- Letter of Support from Supervisor
- Proof of Registration

8. Letter of Acceptance to Conference: Attached  To Follow 

Student's Signature: \_\_\_\_\_ Date

Supervisor's Signature: \_\_\_\_\_ Date