

## GUIDELINES

### The Ajaib (Jab) and Nirmal (Munni) Sidhoo Charities Fund Trainee Travel Grants for International Scientific Conferences

The purpose of the Ajaib (Jab) and Nirmal (Munni) Sidhoo Charities Fund is to support and strengthen the training, continuing education, and collaborative work of young researchers working at VGH and UBC Hospital in the areas of Diabetes or Urology. As participation at scientific conferences is an important activity in the development of a research career, this competition will support VCH Research Institute research trainees to present at an international conference.

#### Eligibility

- Applicants must be VCH Research Institute trainees doing their research training at VGH or UBC Hospital – this includes Masters and Doctoral students and Post-Doctoral and clinical research fellows.
- The trainee must be involved directly in research which will improve the quality of care and patient outcomes for those affected by diabetes or urology related problems.
- The conference must be international in scope (but can be held in Canada).
- The trainee should be presenting their own work, whether part of a larger study or a stand-alone study, OR they must have had substantial involvement in the project on which they are presenting.
- The trainee is the first author on the accepted abstract.
- The conference must be occurring between the 1<sup>st</sup> day of the application deadline month and 6 months following the application deadline. For example, between September 1<sup>st</sup> and March 15<sup>th</sup> for the September 15<sup>th</sup> deadline.
- This must be the first international conference at which the information is being presented by the applicant (or anyone else).

#### Deadlines

There are three deadline dates for receiving requests: January 15, May 15 and September 15 (or the first working day after those dates). One grant will be awarded each competition, in an amount up to \$3000, paid out upon submission of receipts. Receipts must be submitted for reimbursement within one month of conference travel. There is one category for all trainees, and an individual can only win this travel prize once every two calendar years.

#### Eligible expenses (original receipts must be provided, including boarding passes)

- Air (economy fare) and ground transportation to conference site
- Accommodation
- Conference registration
- Cost of printing conference poster presentation (if applicable)
- Meals/incidentals:
  - For meals you can either claim a per diem or submit receipts for each meal (between your departure and return times) NOT provided through the conference fee, up to the maximums below. As well, in the per diem structure there is \$10 for incidentals such as tips, phone calls etc.

Breakfast \$10    Lunch \$12    Dinner \$15    Incidentals: \$10    **Total = \$47 / day**

Note: the per diem reimbursement level is based on the VCH travel expenses policy.

#### Application process

Submit a completed Request Form and all required attachments to the Coordinator, Research Education at VCH

Research Institute by 4:30pm on a deadline date to be considered for that round of funding. Each application will be reviewed for eligibility and completeness. When there are multiple requests meeting the full eligibility criteria, the award will be made by random selection.

### **Request Form**

Request forms and guidelines are available from <http://www.vchri.ca/researchers/funding-opportunities/sidhoo-fund>

### **Reporting**

The trainee is required to submit a brief report on the conference experience along with the Expense reimbursement form (and receipts) to VCH Research Institute. As well, VCH Research Institute requests that a digital photo be submitted with the report, as the winners are announced on the VCH Research Institute website. The report will be forwarded to the Foundation and the donor and therefore must be written in lay language. As well, there may be a photographed presentation of the award if requested by VCH Research Institute, VGH & UBC Hospital Foundation and/or the donor.