



Community and Population Health Research Training Program

Strategic Training Fellow Travel Fund

Guidelines

Strategic Training Fellows (STFs) in the Community and Population Health Research (CPHR) Training Program are encouraged to participate in professional and international scientific conferences and workshops, particularly those events which are specifically related to their area of research. The CPHR Training Program believes that participation in such events is an important element in the training of population health researchers. The Strategic Training Fellow Travel Fund has been established to assist trainees with costs incurred to attend conferences and scientific meetings. For further information, please refer to the Strategic Training Fellow Travel Fund - Terms of Reference.

Strategic Training Fellows may submit an application to receive up to \$1000 in travel support. The following guidelines for application apply:

1. STFs **must be presenting a paper or poster** at a national or international conference or scientific workshop.
2. The application for travel support must be supported by the STF's supervisor/CPHR Mentor.
3. **A copy of the paper or abstract which has been accepted for presentation and a copy of the confirmation that the paper or abstract has been accepted must accompany the application for funding.** Please be sure that all acronyms are clearly identified.
4. An estimated travel budget must be submitted with the application.
5. The application should be submitted to the CPHR Training Program Coordinator prior to the date of the conference or meeting. Retroactive applications will **not** be considered.
6. The approval of travel costs incurred will be governed by current Canadian Institutes of Health Research (CIHR) spending guidelines, as well as University of Regina and University of Saskatchewan spending policies.

**Community and Population Health Research Training Program
Strategic Training Fellow Travel Fund
Approval and Cost Estimate Form**

To be completed and submitted to the CPHR Training Program Coordinator.

STF: _____

Host Institution: _____

Conference Title: _____

Conference Location: _____

Conference Dates: _____

Paper/Abstract Title: _____

Format of Presentation: _____

Amount Requested: _____

Estimated Budget

Registration: \$ _____

Travel: Air fare: \$ _____

 Bus fare, Train fare, etc.: \$ _____

 Private Auto: \$ _____

 Taxi, Bus, etc.: \$ _____

Accommodation: \$ _____

Meals: \$ _____

Miscellaneous: \$ _____

Total: \$ _____

What are these travel support funds to be used for?

How will the funds benefit your research?

Approval recommended by Supervisor/CPHR Mentor: Yes No

Comments: _____

Supervisor/CPHR Mentor: _____

Signature: _____ Date: _____