



Community and Population Health Research Training Program

Strategic Training Fellow Travel Fund

Terms of Reference

In March 2007, the Community and Population Health Research (CPHR) Program Advisory Committee (PAC) agreed that “a fund will be established to support conference travel expenses of the Strategic Training Fellows (STFs) within the CPHR Training Program”. As a result, a \$14,000 Strategic Training Fellow Travel Fund has been established for the 2008-2009 fiscal year. While considered part of the annual CPHR Training Program budget, the money has been specifically earmarked to support conference travel expenses as outlined below.

1. Strategic Training Fellows are eligible for annual funding up to \$1000. Funding is available to all current STFs in the CPHR Training Program and to alumni STFs up to six months post-completion of the CPHR Training Program.
2. Requests for funding are made annually and are restricted to one application per STF per year. Funds remaining at the end of the fiscal year will be rolled back into the general operating budget.
3. Applications to the fund are made, in writing, to the CPHR Training Program Coordinator.
4. Applications for funding must include information on:
 - The amount of funds being requested;
 - What the funds are to be used for; and
 - How the funds will benefit the applicant's research.
5. Strategic Training Fellows must include a statement acknowledging the support of the CPHR Training Program in their presentation at the conference.
6. Following the conference, an informal report (one page) will be expected from the STF, outlining how the funds were used and how they benefited the STF and their research. This informal report may be used in the CPHR Training Program newsletter, posted to the website, used in the annual progress report to the Canadian Institutes of Health Research, etc.

7. Activities eligible for funding include:
 - Conference travel and registration costs not covered by a STF's home academic unit. This includes additional funding for conference travel and registration where the STF will be presenting a paper or poster. Funding will not be provided to STFs for travel expenses to only attend a conference.
8. The Program Advisory Committee will make every effort to ensure that this fund is allocated in a fair and equitable manner so that all STFs in the CPHR Training Program benefit. Unless there is a question about the scholarly merits of an application to this fund, those who have not previously received support from it will be given preferential consideration over those who may have previously received funding.
9. All funding provided through the Strategic Training Fellow Travel Fund must comply with CIHR spending guidelines, as well as University of Regina and University of Saskatchewan spending policies.
10. The CPHR Training Program Coordinator will administer the fund. Funding may be provided as expenses are incurred; however, STFs are encouraged to submit expenses all at once. Expenses must be submitted prior to March 31 of each year (and by February 28, 2009 in the 2008 – 2009 fiscal year). No claims will be processed without proper documentation.