



Application Form for SBME Travel Award

OVERVIEW

Biomedical Engineering graduate students (MAsc and PhD candidates) supervised by a full, joint, or associate School of Biomedical Engineering (SBME) Faculty Member can apply for travel support to attend national and international conferences.

There is a limit of one submission per trainee in each academic year. Please complete and submit the following form to SBME Administrative Office at awards@bme.ubc.ca. Each application will be reviewed and a decision communicated within one month of submission.

Funds of up to \$1,500 (travel, accommodation, registration and meals) are available. Reimbursement guidelines will comply with University of British Columbia policies. It is expected that applicants will also apply and if awarded exhaust the UBC Graduate Student Travel Fund first: <https://www.grad.ubc.ca/awards/graduate-student-travel-fund>.

Successful applicants must recognize the SBME in their oral presentation or poster board. In addition, successful applications will be required to present their project through a poster or presentation at the Annual SBME Symposium.

ELIGIBILITY

- MAsc/PhD candidates in the Biomedical Engineering program supervised by full, joint, or associate SBME Faculty Member.
- Applications must be submitted 4 weeks in advance of conference date.
- Student must be presenting a paper, poster, or oral presentation at the conference.

ELIGIBLE EXPENSES

- travel (at economy airfare prices)
- accommodation
- conference registration
- meals
- For information about per diem rates and other eligible travel expenses please see [UBC Policy #83 - Travel and Related Expenses and UBC Policy #83 Administrative Directive](#).

PROCEDURE

Submit the application as a combined PDF with the file name "Travel Award - <NAME>" to awards@bme.ubc.ca. PDF documents should be ordered 1) Application form 2) Conference confirmation 3) Letter of Support from Supervisor 4) Official confirm of UBC Graduate Student Fund Award



APPLICATION FORM - TRAVEL AWARD

SECTION 1: Application Information

First Name: _____ **Last Name:** _____
Student #: _____ **Email:** _____
Phone: _____ **Program:** _____

SECTION 2: Supervisor Information

First Name: _____ **Last Name:** _____
Email: _____ **Phone:** _____
Home Department: _____ **If other:** _____

SECTION 3: Conference Information

Name of Conference: _____
Start Date: _____ **End date:** _____
Location: _____
Theme/Purpose: _____

SECTION 4: Required Documents

Please submit the following along with the application form.

Conference Abstract: Full abstract, including title and list of all authors and their affiliations (Word or PDF format).

Conference Confirmation: Copy of the confirmation email or letter of acceptance to present from the organizers (Word or PDF format).

Letter of Support from Supervisor: A letter of support from your supervisor on official letterhead (Word or PDF format). Alternatively, your supervisor may e-mail the letter directly to awards@bme.ubc.ca.

Official confirmation of UBC Graduate Student Travel Fund Award.
