

CSB/SCB Graduate Student Travel Award 2001

Grant Guidelines

(Last revised 29 June 2005)

Student members of CSB/SCB are eligible for the following grant. The CSB/SCB membership approved two (2) awards in the amount of up to \$3000.00 each to be given out annually. The application form may be found on the CSB/SCB website (<http://www.health.uottawa.ca/biomech/csb/travelform.pdf>).

The purpose of the grant is to support two graduate students—one in a masters program and one in a doctoral program—to travel to another laboratory to facilitate expanding their research experience, and to promote cross-fertilization between laboratories. A report on the accomplishments during the trip will be submitted to the CSB/SCB executive within one month after the trip is completed.

Eligibility

1. Student must be in a masters degree or a doctoral program pursuing biomechanics research.
2. Student must be a member of CSB/SCB.
3. Student's supervisor must be a member of CSB/SCB.
4. Destination supervisor must be a member of CSB/SCB (or a case must be made as to why this laboratory is the best destination).

Process

1. Students must submit their completed application to the CSB/SCB executive by 1 May.
2. The applications will be reviewed by a subcommittee of the CSB/SCB executive using the criteria stated below.
3. The applicants will be notified by 1 June of the status of their applications.
4. The successful applicant(s) will be required to submit a report to the CSB/SCB executive on the accomplishments and the budget within one month after completing the trip.
5. The successful applicant(s) will be required to present a report of their work at the next CSB/SCB meeting during a special session.

Application (require 3 copies of all documentation)

1. Completed application form.
2. Three page proposal that includes the purpose of the visit, timetable, activities to be involved, the total budget for the visit (including other financial assistance, etc.).
3. Curriculum vitae of the applicant: 2-3 pages in length (including list of publications, presentations, current grade point average, memberships in professional societies and any other relevant information).
4. Document from the host institution verifying support for the visit.
5. A recommendation letter of support for the travel from the applicant's supervisor who must also be a CSB/SCB member at the time of application.

Criteria

1. How well the proposed activity fits within the mandate of CSB/SCB (see link at: <http://www.health.uottawa.ca/biomech/csb/general.htm>)
2. Quality of the applicant with respect to academic indicators (CV, academic standing, presentations or publications and letter of support).
3. Quality of the proposed activity.
4. Need for the exchange (i.e., equipment not available, learning a new measurement or analytical technique, availability of a specific study population etc.).
5. Eligibility.
6. Feasibility of student achieving proposed goals.

Adjudication

Three members of the CSB/SCB Executive will form the Student Travel Grant Awards Committee. They will review the applications independently and rank all of the applications. The rankings will be submitted to the Chair of the Student Travel Grant Awards Committee. The Chair will initiate a meeting (via teleconference) to make a final decision. An attempt will be made to make a decision by consensus otherwise it will be a majority vote. A recommendation will be made to the CSB/SCB executive for disbursing the funds and administering the funding.