



Application Form for SBME Travel Fund

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.

Funds of up to \$1,500 (travel, accommodation, registration and meals) are available for a student's first application to the SBME Travel Fund. Applicants may receive less funding for subsequent applications in the same program. Reimbursement guidelines will comply with University of British Columbia policies.

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.

Students may apply for the SBME Travel Fund support either before or after the conference date. The maximum approved amount will be indicated in a Travel Fund Notification email. After the conference date, the student must submit an expense report in Workday and be reimbursed from their supervisor's grant worktag. After this is complete, SBME Finance will transfer funds to the supervisor's grant worktag up to the approved amount mentioned in the Travel Fund Notification.

It is expected that applicants will also apply and, if awarded, exhaust the [UBC Graduate Student Travel Fund](#) first. If applicant has not yet applied/received the Graduate Student Travel Fund, they can still apply to receive a pre-approval. However, after the conference date and when Graduate Travel Fund is received, the applicant must submit the Official confirmation of UBC Graduate Student Travel Fund Award to SBME's Award team at awards@sbme.ubc.ca.

ELIGIBILITY

- MAsc/PhD candidates in the Biomedical Engineering program supervised by full, joint, or associate SBME Faculty Member.
- Student must be presenting a paper, poster, or oral presentation at the conference.
- Students must be registered as UBC MAsc/PhD SBME students during proposed time of travel.

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 #FM8 – Business Expenses Policy](#).



APPLICATION PROCEDURE

1. Applicants need to combine below materials into a single PDF file in the following order, and submit their complete application to the [SBME Award Submission form](#).
 - a. Application form (Please fill out this form)
 - b. Conference Abstract: Full abstract, including title and list of all authors and their affiliations (Word or PDF format).
 - c. Conference Confirmation: Copy of the confirmation email or letter of acceptance to present from the organizers (Word or PDF format).
 - d. 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@sbme.ubc.ca.
 - e. Official confirmation of UBC Graduate Student Travel Fund.
 - If you are applying for a pre-approval before the conference date, you can submit this confirmation after the conference date.
2. SBME Student Services will review the application, and send a Travel Fund Notification email to the successful applicants, their supervisor, and SBME finance team (finance@sbme.ubc.ca), if the application is complete.
 - a. For applications seeking pre-approval (submitted before the conference date) that are missing the Confirmation of UBC Graduate Student Travel Fund Award, a pre-approval for SBME Travel Fund Support will be provided to the applicant and their supervisor, if application is approved. This notification email will include the maximum dollar amount of support provided. After the conference date, applicant is required to send the missing documentations to SBME Award team to receive final approval on their application. At that time, a Travel Fund Notification email will be sent to applicant, their supervisor and SBME Finance team (finance@sbme.ubc.ca).
3. After receiving the Travel Fund Notification, applicant is required to submit an expense report in Workday to be reimbursed their travel expenses from their supervisor's grant worktag.
4. SBME Finance team will then follow up with the applicant's supervisor to reimburse the supervisor for the conference expenses up to the approved amount in the Travel Fund Notification.



APPLICATION FORM - SBME TRAVEL FUND

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 confirm documents included in this application package by clicking on box beside them.

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@sbme.ubc.ca.

Official confirmation of UBC Graduate Student Travel Fund.

If you do not have the official confirmation of UBC Graduate Student Travel Fund yet. Please confirm the below:

I confirm that I am applying for a pre-approval for SBME Travel Fund. I will also apply and, if awarded, exhaust the UBC Graduate Student Travel Fund first. I understand that I would need to provide SBME Award team with the official confirmation of receiving the UBC Graduate Travel Fund before receiving the final approval on my application.