

*Travel Awards* are available to AllerGen investigators and Highly Qualified Personnel (HQP) to support attendance and participation in non-AllerGen events that are aligned with AllerGen's mission and scope of research. These events must provide the opportunity for: networking; research collaboration; knowledge exchange; new skill development; and learning.

### Program Details:

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- Applications will be accepted from AllerGen trainees, research staff, investigators and members of the AllerGen Students and New Professionals Network (ASNPN) on a first-come basis.
- Completed application forms must be received a minimum of four weeks prior to travel and include a formal letter of support from the applicant's supervisor.
- Applicants making oral and/or poster presentations will be given priority.

### Award Requirements:

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- AllerGen's support must be acknowledged in oral/poster presentations, and on posters.
- A two-page event summary outlining the significant academic and professional benefits resulting from attendance at the event must be submitted prior to reimbursement of expenses.

### Funding:

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- AllerGen will fund 50% of the total cost of attending an event, up to a maximum award of \$1200/application. AllerGen project funds cannot be used as matching funding.
- Conference registration fees, travel, ground transportation, accommodations and meals are eligible expenses. Abstract submission fees and posters costs are not eligible expenses.

### Submission of Expenses:

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- Following AllerGen's Travel Policy, *Travel Awards* are processed as reimbursements. Award recipients must pay registration fees and travel expenses, and then request reimbursement from the AllerGen Administrative Centre following the meeting/conference.
- Boarding passes and detailed receipts indicating proof of purchase are required.
- Expense reports can be submitted by email (single PDF file only), provided that a hard copy (with original receipts) can be supplied upon request.
- The processing of expense reimbursements takes six to eight weeks.

**Return completed *Travel Award* application form and supervisor's letter of support by email to Michelle Harkness, Manager of HQP Training Program and Events at [michelleharkness@allergen-nce.ca](mailto:michelleharkness@allergen-nce.ca). Only electronic submissions will be accepted.**