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**Conference Travel Awards for MD-MSc and MD-PhD students**

**Funding Guidelines**

1. Awards must be used to provide partial financial support for travel, accommodation, food, and registration fees associated with a recognized conference at which the student is presenting their own or co-authored paper or poster. *Please note that this travel award application is for conferences other than the CITAC meeting.*
2. Recipients must be registered full-time in an MD-MSc or MD-PhD degree program within the Faculty of Health Sciences at Queen’s University.
3. Students who are registered full-time however are beyond their funding-eligible period (years 1-2 for MSc, years 1-4 for PhD students) and are presenting their own paper or poster at a conference may be eligible to receive a Conference Travel Award. The decision to allocate awards beyond funding-eligible students resides with the MD-MSc MD-PhD program Director.
4. The awards will be paid to the recipients through the Faculty of Health Sciences, Queen’s University normal procedures for award disbursement, and when the MD-MSc/MD-PhD program office provides the list of recipients and other information required to the Finance Office, Faculty of Health Sciences.
5. The value of each conference travel award is capped at $500/student/year.
6. The student is required to provide a Conference Travel Award form signed by the student and their supervisor. The form can be sent to Mary White via [e-mail](mailto:mary.white@queensu.ca) or scanned copy.

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**Conference Travel Award (CTA)**

**MD-MSc/MD-PhD Program**

To: Mary White, Administrative Assistant to the Associate Dean, Graduate and Postdoctoral Education and MD/PhD-MD/Master’s Program

[mary.white@queensu.ca](mailto:mary.white@queensu.ca)

Date:

I am writing to request a Conference Travel Award, as per the following details:

Student Name and Supervisor:

Conference Name:

Location:

Conference Date:

Your Role:

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please attach a copy of your Abstract and Registration (if available).***