**UBC Pathology & Laboratory Medicine Graduate and Postdoctoral Studies Program**

**Trainee Virtual & In-Person Conference Attendance Award - Guidelines**

**Award Overview**

The PALM GPS Program invites applications for PhD graduate students to present their work at international conferences. Each virtual award will be valued at ~$250.00 each and each in-person award will be valued at ~$1,000.00. The awards will be split over 2 cycles; cycle 1 for January through June, and cycle 2 for July through December. There will be two calls for applications each year, in January for cycle 1, and in July for cycle 2.

**Criteria for Acceptance:**

1. The student must be in the 3rd, 4th, 5th, or 6th year of studies of a PhD program in PALM.
2. No more than one award will be funded to a student in their degree.
3. The student must present either a poster or podium presentation.
4. A copy of the submitted abstract must be provided at the time of application, as well as evidence that it was accepted for a poster or podium presentation once the abstract disposition is known.
5. The conference must be identified as an international conference but the conference may take place in Canada.
6. The student must be in good standing with respect to their annual report and committee meetings.
7. A copy of the latest annual report must accompany the application.
8. Priority will be given to those students who, due to insufficient funding, have not been afforded the opportunity to attend international conferences in the past.
9. Awards will be adjudicated by the Graduate and Postdoctoral Studies Committee (GPSC).
10. Awards will be paid out as conference awards, with funds directly transferred by Graduate Studies Awards.

**UBC Pathology & Laboratory Medicine Graduate and Postdoctoral Studies Program**

**Trainee Conference Attendance Award - Application Form**

**Section A: Details of Applicant**

Name of Applicant (Family Name, Given Names): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initial Date of Registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section B: Conference Details (please check) – Virtual 🞏 or In-Person 🞏**

Event Name (Conference/Meeting): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Location (City, Country): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presentation Type and Title (poster or podium):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authors (in the order listed on the abstract submitted to the conference):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Total Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has application been made for additional funding: □Y □N

If Y, please provide the source(s) and amount(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section C: To be completed by Supervisor**

Name of Supervisor (Family Name, Given Names): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide a description of the conference and describe the value the student has obtained by presenting:

**UBC Pathology & Laboratory Medicine Graduate and Postdoctoral Studies Program**

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**Section D: Signatures**

By signing below, the Applicant confirms that the above details are true and correct to the best of their knowledge.

By signing below, the Applicant’s Supervisor acknowledges the Applicant has attended the above-mentioned international conference, and their request for virtual conference attendance funds from the UBC Pathology & Laboratory Medicine Program.

|  |  |
| --- | --- |
| **Applicant**  Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Signature :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: | **Supervisor**  Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Signature :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_ |

**Please email a scanned copy of this document and attachments to the Pathology Program Coordinator (heather.cheadle@pathology.ubc.ca) to apply for the awards by April 1st for cycle 1, and October 1st for cycle 2. Award results will be announced in July for cycle 1 and January for cycle 2.**

**\*Remember to attach the following required documents:**

1. **Your submitted conference abstract**
2. **Your latest annual report**
3. **Evidence that you’re abstract has been accepted for a poster/podium presentation.**