***Guidelines***

OTN Canada has funds to assist HQP with travel in support of their research beyond the annual symposium and field work. Such travel could be to conferences, workshops, and other major meetings, or to work for short periods with researchers in other labs.

All travel funds granted must bring benefit to both the applicant and the Ocean Tracking Network. It is the responsibility of the applicant to demonstrate the benefit to both parties in the application. Applicants who have in the past demonstrated a good knowledge of OTN and an ability to represent OTN effectively through networking and formal presentations will be given preference.

As the OTN Canada travel fund is limited, HQP should not expect to be granted more than one instance of travel assistance and therefore should choose an event carefully in consultation with their supervisor. Although second grants are possible if well justified, preference will be given to those who have not yet received a travel grant.

Applications should include a full budget of anticipated expenses, including ground travel, regardless of the amount being requested from OTN Canada. Cost saving measures, such as the use of student discounts, public transportation, and shared or private accommodation will strengthen the application. The potential for OTN Canada funding should be used as leverage to obtain additional funds from other sources and should be indicated in the application.

For conference travel a description of the event must be included. Preference will be given to those who have been accepted to present orally or by poster. In such case please include an abstract of the presentation. OTN must be acknowledged in all presentations.

Applications must include a supporting signature from the applicant's supervisor. In the case of a lab visit, the host supervisor should provide a short letter of support, indicating not only a willingness to host the applicant but whether or not the visit will be of benefit to the host lab.

Acceptance of travel funds obligates the HQP to complete a post-travel report, detailing the benefits obtained by both the traveller and OTN. An electronic copy of any presentation given (PowerPoint or poster) must be submitted to OTN Headquarters.

All travel must be compliant with Dalhousie University and OTN travel policies. Per diem rates for meals, automobile transportation, and private accommodation are posted at http://www.dal.ca/dept/financial-services/For-Staff-and-Faculty/travel/per-diem-rates.html. Receipts are not required for per diems but are for all other expenses. For air travel boarding passes must be submitted.

Please complete this form and submit it to kyle.mckenzie@dal.ca. The evaluating committee will meet on an ad-hoc basis to review applications as they are received. OTN will accept applications until the travel fund is exhausted for the calendar year.

Questions about the application procedure may be directed to Kyle McKenzie at 902-494-4123 or kyle.mckenzie@dal.ca.

***Application***

***NOTE: These are fields only at this point. Once finalized the form will be expanded to allow sufficient space for each answer.***

Name: Phone:

Email:

OTN Canada project number: Supervisor:

OTN Canada project title:

Purpose of travel:

Departure location: Meeting location:

Date of departure: Date of return:

Date(s) of meeting(s):

***Participation and Benefits***

Description of event:

(Conference) I have ⃝ applied or have been ⃝ accepted to present ⃝ a poster or ⃝ a talk.

Title:

Abstract:

(Lab visit) I will be working on or particpating in the project/event called:

Applicant's objectives for attending this event:

Benefits to applicant (be specific and detailed):

Benefits to OTN (be specific and detailed):

***Budget***

Local travel at origin: ⃝ shuttle ⃝ bus ⃝ car Cost:

Long distance travel: ⃝ flight ⃝ train ⃝ bus ⃝ car Cost:

Local travel at destination: ⃝ shuttle ⃝ bus ⃝ car Cost:

Accommodation: ⃝ hotel ⃝ private accommodation ⃝ other:

number of nights: Cost:

Meals not provided by event: Cost:

Incidental expenses: Cost:

 Total Cost:

Other sources of funding ⃝ requested ⃝ confirmed:

 Amount:

Requested from OTN Canada Amount:

***Host's Endorsement***

A letter of endorsement from will follow.

***Supervisor's Endorsement***

As supervisor I approve the of participation of my HQP in the event stated and agree with the described potential benefits.

Signature: Date:

**============================Office Use below this Line===================================**

⃝ Application Approved ⃝ Application Returned for Resubmission ⃝ Application Rejected

Travel Confirmation Number:

Lodging Confirmation Number:

⃝ Travel Expense Form Completed ⃝ Receipts Received ⃝ Travel Expense Form Submitted

⃝ Copy to file, with Acct #/Line # Date Submitted: