

## 2017 CSACI TRAVEL GRANT GUIDELINES

The CSACI travel grants will be allocated and approved by CSACI Executive and Board prior to each meeting. The funds will only be distributed if all criteria are met. **Travel grant applications received after the deadline will not be approved.**

**\*PLEASE NOTE THAT TRAVEL GRANTS ARE ONLY ALLOCATED TO ALLERGY AND IMMUNOLOGY RESIDENTS (FELLOWS IN TRAINING ASSOCIATE) PARTICIPANTS WHO ATTEND THE FULL 3 (THREE) DAY CSACI MEETING AND MUST BE A MEMBER OF THE CSACI.**

Travel grants are not available for those who live within the metropolitan area of the conference. However, Fellows in Training associates who live in the metropolitan area of the conference are eligible to receive a complimentary registration. In addition, those presenting an abstract are also eligible to receive an abstract grant for up to \$250 to cover miscellaneous meeting expenses such as taxi, parking, ground transportation and abstract related expenses, etc. Original receipts to support the claim of expenses are required.

### ALLERGY AND IMMUNOLOGY RESIDENTS (Fellows in Training Associate)

Travel grants are only available to residents and fellows enrolled in Canadian programs of Allergy and Clinical Immunology.

Travel grants for these residents/fellows will be made available for travel and expenses incurred while attending:

- CSACI Annual Scientific Meeting
- AAAAI Annual Scientific Meeting

Travel grants are not available for any other meetings or conferences.

The amount of travel grants available for these two meetings are as follows:

- AAAAI Annual Scientific Meeting: up to \$750.00
- **CSACI Annual Scientific Meeting:**
  - **All first year residents: up to \$1000**
  - **Abstract presenters: up to \$1000**
  - **For those who are not presenting: up to \$750**

The CSACI will only accept:

- CSACI online travel grant application form that include PDF signatures from the program director (in order to verify enrolment in an Allergy training program).
- Electronic and scanned receipts will be accepted; and
- Detailed travel, accommodation and hotel receipts to support the claim of expenses is required; any special travel or accommodation arrangements need to be vetted through the CSACI office prior to sending in your travel grant.

**MANDATORY INFORMATION:**

- **YOU MUST INCLUDE THE AMOUNT AND INSTITUTION FROM ANY OTHER FUNDING SOURCE.**

The CSACI travel grant (outside of the metropolitan area) will cover a portion of the costs of meeting: registration, travel (airfare) and airport transfers as well as standard accommodation (single) at the designated host hotel. **(No allowances for food).**

The above guidelines are dependent on the financial position of the society. Travel grants may be cancelled at any time if finances do not allow disbursement of these travel grants.

**SCIENTIFIC STUDENT ASSOCIATE (aka Associate Members or Basic Trainees)**

Travel grants may be made available to scientific student associate involved in significant Allergy/Immunology research **AND MUST BE A MEMBER OF THE CSACI.**

Travel grants for approved scientific student associate will be made available for travel and expenses incurred while attending:

- CSACI Annual Scientific Meeting for up to \$750 (scientific student associate applications may be prorated depending on funds available)
- Those presenting an abstract are also eligible to receive an additional abstract grant for up to \$250

The CSACI will only accept:

- CSACI online travel grant application form that include PDF signatures from the program director (in order to verify enrolment in an Allergy training program).
- Electronic and scanned receipts will be accepted; and
- Detailed hotel receipts to support the claim of expenses is required

**MANDATORY INFORMATION:**

- **YOU MUST INCLUDE THE AMOUNT AND INSTITUTION FROM ANY OTHER FUNDING SOURCE.**
- The CSACI travel grant (outside of the metropolitan area) will cover a portion of the costs of meeting registration, travel (airfare) and airport transfers as well as standard accommodation (single) at the designated host hotel. **(No allowances for food).**

The above guidelines are dependent on the financial position of the society. Travel grants may be cancelled at any time if finances do not allow disbursement of these travel grants.

## **ALLIED HEALTH PROFESSIONALS ASSOCIATE - FULL MEETING**

**IN ORDER TO QUALIFY FOR A TRAVEL GRANT – YOU MUST BE AN ACTIVE CSACI ALLIED HEALTH MEMBER (FOR AT LEAST TWO FULL YEARS) IN GOOD STANDINGS (ALL PRIOR AND CURRENT DUES MUST BE PAID).**

Travel grants for the Allied Health associates will be made available for travel and expenses incurred while attending:

- CSACI Annual Scientific Meeting for up to \$750 per applicant and up to an additional \$250 for those presenting an abstract

The CSACI will only accept:

- Electronic and scanned receipts will be accepted; and
- Detailed hotel receipts to support the claim of expenses is required

### **MANDATORY INFORMATION:**

- **YOU MUST INCLUDE THE AMOUNT AND INSTITUTION FROM ANY OTHER FUNDING SOURCE.**
- The CSACI travel grant (outside of the metropolitan area) will cover a portion of the costs of meeting registration, travel (airfare) and airport transfers as well as standard accommodation (single) at the designated host hotel. **(No allowances for food).**

The above guidelines are dependent on the financial position of the society. Travel grants may be cancelled at any time if finances do not allow disbursement of these travel grants.

**PLEASE NOTE THAT THE ABOVE TRAVEL GRANTS ARE ONLY ALLOCATED TO PARTICIPANTS WHO ATTEND THE FULL CSACI MEETING.**