

## NMIN HQP Travel Awards

NMIN *Travel Awards* are available to NMIN Highly Qualified Personnel (HQP) to support attendance and participation in non-NMIN events that are aligned with NMIN's mission and scope of research. These events must provide opportunities for networking, research collaboration, knowledge exchange, new skill development, entrepreneurship and commercialization skills, and/or learning.

### Program Details:

- Applications will be accepted from NMIN trainees, research staff, and members of the NMIN HQP Network (NHN) on a first come, first served 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 who will be presenting at the event (oral and/or poster presentations) will be given priority.

### Award Requirements:

- NMIN's support must be acknowledged in oral/poster presentations and on posters, in accordance with NMIN's [Branding & Attribution Guidelines](#).
- A two-page event summary outlining the significant academic and professional benefits resulting from attendance at the event, and a photo of the recipient with their poster (if applicable) must be submitted prior to the reimbursement of expenses.

### Funding:

- NMIN will fund 50% of total eligible expenses associated with attending an approved event, up to a maximum of \$1,000/application for events in Canada, and \$1,500/application for international events. NMIN reserves the right to specify lower maximum amounts of NMIN contribution at its discretion.
- NMIN project funds **cannot** be used as matching funding.
- For in-person events: Conference registration fees, travel, ground transportation, accommodations and meals are eligible expenses consistent with limits outlined in NMIN's [Travel Policy](#). Abstract submission fees and poster costs are not eligible expenses.
- For virtual events: Conference registration fees are eligible expenses. Abstract submission fees and posters costs are not eligible expenses.

### Submission of Expenses:

- Following NMIN's [Travel Policy](#), *Travel Awards* are processed as reimbursements. Award recipients must pay for expenses and then request reimbursement from the NMIN Administrative Centre following the meeting/conference.
- Detailed receipts indicating proof of purchase are required. Duplicate claims for reimbursement from multiple sources are strictly prohibited.
- Expense reports must be submitted by email as a single PDF file, and a hard copy (with original receipts) must be supplied upon request.
- The processing of expense reimbursements takes at least six to eight weeks.

**Submit completed *Travel Award* application forms and a supervisor's letter of support to Leah Graystone, HQP and Events Coordinator, [leahgraystone@nanomedicines.ca](mailto:leahgraystone@nanomedicines.ca)**  
**Only electronic submissions will be accepted.**