

BC Cancer Surgery Network TRAVEL AWARD BC Surgery Residents/Fellows and Medical Students

Purpose

The BC Surgeon Network supports research and training in surgical oncology. The Travel Award is a competitive award intended to motivate physicians and medical students, early in their training, to pursue an interest in surgical oncology and to allow them to present research findings at conferences. Up to five awards will be funded each year based on availability of funding. Approved applications may be funded in whole or in part up to a maximum of \$1000. The total annual funding for all awards will not exceed \$5000 annually.

Details of Award

The Travel Award will provide up to \$1000 in travel costs, within the following guidelines:

- Award will cover registration, airfare and hotel costs. *New - Please note that for conferences that are being held virtually, applications may still be submitted and costs for registration or membership fees to present are eligible for reimbursement.
- Original receipts (where applicable) must be submitted within one month after the conference in order to be reimbursed.
- PHSA travel guidelines must be followed (i.e. reasonable accommodation, economy airfare). Contact the Surgeon Network office for more information.
- We ask that you formally recognize the BC Cancer Surgeon Network for its support in your presentation, and also acknowledge this support in related manuscripts, publications and presentations. Contact the Surgeon Network for copy of the logo if needed.
- All expense reimbursements are contingent up submission of the following with the expense form:
 - A digital copy (PDF) of the poster or presentation for our records.
 - A short article about the research project for potential publication in the BC Cancer Surgeon Network Newsletter. This should be written for non-specialists to understand (approx. 250-500 words). For reference, copies of the Newsletter are available online at: www.bccancer.bc.ca/surgeonnetwork

Eligibility for Selection

- Must be a current UBC surgical resident or fellow (any surgical discipline is eligible) or medical student. Applicants are also eligible for up to 12 months following completion of their training, provided the research was conducted by a UBC clinical trainee.
- Any travel funds available through the University must have been used.
- Research must be in surgical oncology. The project does not need to be of a clinical nature, but the funding is restricted to clinical trainees. Graduate students in other disciplines are not eligible to apply.
- Research must not have been previously presented, published or submitted for publication (other than at resident research days).
- Presentation must be part of a peer review selection process on behalf of the conference organization.
- The application will be reviewed by the Network's Research and Outcomes Evaluation Committee, and where appropriate will be reviewed by the Chair of the Surgical Tumour Group. The quality and significance of the research will be considered. Podium presentations will be given preference over posters.

Application Deadlines

- Application deadlines: **September 1 and March 1.**
- Applicants can apply to either competition, but must submit their application **prior** to their conference date.
- **Applications submitted after the conference date will not be accepted.**
- Up to 3 awards will be funded in each competition.

Examples:

- Jane is notified on July 24 that she is accepted to give a presentation at a conference October 28. She will need to submit her Travel Award application for the September 1, 2019 deadline.
- John is notified on October 24 that he is accepted to give a presentation at a conference February 14. He will need to submit his Travel Award application for the March 1, 2020 deadline, but he must submit it before February 14, the date of the conference.

For more information contact: Joanne Lau, Program Assistant, BC Cancer Surgery Network Email: joanne.lau1@bccancer.bc.ca

**BC Cancer Surgery Network TRAVEL AWARD
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Please complete this application form and provide the following documents in order as a single PDF document prior to the conference date. Applications submitted after the conference date will not be accepted.

1. Application form.
2. Copy of the abstract.
3. Copy of letter of acceptance from conference organization.
4. Letter of support from your supervisor, including confirmation that no other funding is available from your Division.
5. Paragraph describing the significance of your work (max. 300 words).
6. Copy of your CV.

Applicant Information

Name: _____

Surgical Specialty
(if applicable): _____

Residency/Medical School Year: _____

Phone Number: _____

Email: _____

Name of Supervisor: _____

Conference Information

Name of Conference: _____

Date & Location of Conference: _____

Type of Presentation (poster, oral): _____

Budget Information

Estimated Travel Costs: \$ _____

Estimated Accommodation Costs: \$ _____

Estimated Registration Costs: \$ _____

Funds From Other Sources: \$ _____

Please specify: _____

Total Funds Requested \$ _____

I agree to submit an expense claim to SON within one month after the conference, along with a PDF of the poster or presentation and a short article about the research project for potential publication in the BC Cancer Surgery Network Newsletter.

Name: _____ Date: _____

Signature: _____