



## CAREB-ACCER Student Travel Grant Application

This award is to reimburse student travel to the National CAREB-ACCER Conference.

### Eligibility:

Applicants must:

- Be enrolled in a Canadian post-secondary institution (e.g., accredited public or private institution recognized by provincial authorities).
- Be a member in good standing of CAREB-ACCER at the time of application.
- Demonstrate interest or involvement in research ethics, human participant protection, or related fields.
- Attend the CAREB-ACCER National Conference in person (virtual attendance is not eligible).

Awards will be up to **\$500.00** each. Receipts must be submitted before reimbursement can be issued.

Applications must be received **two (2) months prior** to the travel/conference date.

### Eligible Expenses:

- Round-Trip Travel
  - Travel by air, rail, or bus
  - Travel by personal vehicle
- Accommodation

### Required Materials:

Submit **one (1) combined PDF** with the completed application form and all required supporting documents to the CAREB-ACCER President at **[president@careb-accer.org](mailto:president@careb-accer.org)**:

## Supporting Materials

- A one-page letter from the trainee describing the purpose of travel and how attending the conference will benefit their academic or professional development.
- A letter of support from the applicant's supervisor explaining the rationale for conference attendance.
- Estimates for conference travel and accommodation.

The number of awards varies based on annual funding availability and the number of applications

**Student Name:** \_\_\_\_\_

**University/College Name:** \_\_\_\_\_

**Program of Study and Year:** \_\_\_\_\_

**Full Time:**  Yes     No

**Relevance of the conference to your program of studies:**

**Other sources of travel funding applied for and amounts requested:**

**Supervisor Name and Title:** \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

## Post Conference Requirements:

Recipients must submit:

- A short reflection (300–500 words) on their conference experience.
- Official receipts for all eligible expenses (reimbursement is issued **after** the event).

## Documentation Required

### Round-Trip Travel

Air, rail, or bus travel:

- Copies of all boarding passes
- Booking confirmation and proof of payment showing total cost and travel dates

Personal vehicle travel:

- Breakdown of kilometres driven per province/territory
- Calculation of reimbursement by cents per kilometre for each province/territory

Accommodation (single occupancy only)

- Booking confirmation, including check-in and check-out dates
- Receipt showing cost per night, total cost, and proof of payment

Estimated costs are not accepted for reimbursement.

If actual travel costs are lower than the grant amount, the recipient will only be reimbursed for the actual amount spent.

## Final Checklist

Before submitting, ensure all fields are completed and all required documents are included. Missing information may delay processing or make the application ineligible.