



Campus Alberta Neuroscience

Conference Support Program GUIDELINES

PROGRAM DESCRIPTION

Campus Alberta Neuroscience (CAN) offers support for Alberta-based conferences related to neuroscience and mental health research, education, and translation. This program is designed **exclusively to support and facilitate trainee attendance** at conferences held by CAN's three affiliated institutions (University of Alberta, University of Calgary, and University of Lethbridge) or by other relevant organizations holding conferences in Alberta. By promoting and facilitating trainee attendance, this program supports the establishment and expansion of cross campus neuroscience and mental health networks and collaborations within Alberta.

ELIGIBILITY CRITERIA

- Conference must be held within Alberta
- Principal applicant must hold a full-time, continuing faculty appointment at one of the affiliated institutions (University of Alberta, University of Calgary, University of Lethbridge), **and** be a member of Campus Alberta Neuroscience. CAN membership details are available at albertaneuro.ca/membership
- Objectives of conference must be related to neuroscience and/or mental health research, education, and/or translation
- CAN support must be restricted to facilitating and increasing trainee attendance
- Applicants must not have any outstanding final reports from any other CAN programs

TERMS AND VALUE

Campus Alberta Neuroscience will reimburse costs associated with efforts aimed at encouraging and increasing attendance by trainees from the affiliated institutions, up to a maximum of \$2000.

HOW TO APPLY

Applications are accepted year round. The program is currently open-call with no internal deadline.

A complete application consists of:

- Conference Support Program Application Form

The Conference Support Program Application Form requires a description of:

- The objectives of the conference, including proposed topics of presentation and discussion and expected outcomes
- How the conference relates and contributes to neuroscience and/or mental health research, education, and/or translation
- The expected number of registrants, organized by type (i.e. graduate, postdoctoral, faculty, etc.) and the registration fee associated with each
- How the financial support from CAN will be used to encourage trainee attendance
- Other sources of funding applied for or secured

*The complete application package, including all necessary components described above, must be submitted electronically, **at least one month before the event**, to albertaneuro@ucalgary.ca with the subject line **Conference Support Program Application***

ADJUDICATION

- The CAN Review Committee will review all complete applications. Decisions will be based on satisfying the eligibility and adjudication criteria and the potential for the conference to create positive impacts in neuroscience and/or mental health research, education, and/or translation
- The Review Committee will provide comments to the applicant and a recommendation for funding to CAN

ADJUDICATION CRITERIA

- Proposed conference topic area is consistent with CAN's objectives, with a focus on neuroscience and/or mental health research, education, and/or translation
- Application outlines effective use of CAN funds to encourage and support trainee attendance
- Proposed conference has potential to strengthen linkages among Alberta neuroscience and mental health researchers through increased collaboration and connection across campuses

ADMINISTRATION OF AWARD

- Applicants will be notified of the decision in writing by Campus Alberta Neuroscience
- The notice of decision normally takes 10 business days to consider following submission of the application. All decisions are final and cannot be appealed
- The number of applications funded is dependent upon the availability of funds
- Payment is dependent on compliance with program guidelines and final deliverables

REPORTING REQUIREMENTS AND DELIVERABLES

- A brief **Conference Support Program Final Report** (available on the Campus Alberta Neuroscience website) describing the meeting and its outcomes must be completed and sent to albertaneuro@ucalgary.ca within 60 days following the completion of the event.
- Conference organizers are expected to acknowledge the Campus Alberta Neuroscience Conference Support Program in promotional/informational materials and communications related to the conference
- Members are not eligible to apply for future CAN programs if final reports from previous awards are outstanding

TRAVEL AND EXPENSE CLAIM REIMBURSEMENT PROCEDURE

Expenses are to be submitted to albertaneuro@ucalgary.ca as a **single invoice**. This invoice should include only trainee-related expenditures (e.g. cost of providing bus transportation, registration fee coverage, etc.) and all original receipts must be attached. Reimbursement is contingent upon CAN's review of the invoice and its adherence to the Conference Support Program Guidelines.

QUESTIONS

If you are interested in applying to this program and require further information, please contact Campus Alberta Neuroscience at (403) 220-2422 or albertaneuro@ucalgary.ca.



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