



Campus Alberta Neuroscience

Trainee Mobility Program GUIDELINES

PROGRAM DESCRIPTION

Campus Alberta Neuroscience (CAN) offers this program to enrich the experience of neuroscience and mental health trainees through increased collaboration and connection across campuses. The Trainee Mobility program supports short-term visits between the three Alberta research institutions: University of Alberta, University of Calgary, and University of Lethbridge, by neuroscience and mental health trainees. These short-term exchanges will facilitate knowledge-sharing among trainees and scholars across the Campus Alberta Neuroscience network.

The trainee may participate in activities such as:

- Hands-on experiences in research and education
- Exploration/development of ideas, experiments, techniques, and results
- Lecture series/seminars/workshops
- Research days/symposia (although not required, presentation of research findings is highly recommended)

ELIGIBILITY CRITERIA

• **TRAINEES**

- Undergraduate students registered full-time at an affiliated institution in a neuroscience or mental health discipline who have completed at least 1 year of study at the start of the visit
- Graduate level students (Masters or PhD) and Postdoctoral Fellows registered full-time at an affiliated institution in a neuroscience or mental health discipline
- MD/PhD students and medical residents involved in neuroscience or mental health research and/or translation

• **SPONSORSHIP**

- By a Principal Investigator (PI). Sponsoring PI (normally student supervisor) must be from one of the affiliated institutions, hold a full-time, continuing faculty appointment and be an active member of CAN. CAN membership details are available at www.albertaneuro.ca/home/membership
- Host PI at collaborating institution should be a member of CAN (although not absolutely required) and must agree to provide the research/educational environment for achieving goals of the trainee visit

• **OTHER CONDITIONS**

- Collaborative exchange must include strong focus on increasing knowledge and enhancing trainee skills in research and education
- Trainees eligible to apply once during academic program year
- Investigators may sponsor a maximum of 2 trainee awards per fiscal year (April 1 – March 31)
- Applicant must not have any outstanding final reports from any other CAN programs

TERMS AND VALUE

Campus Alberta Neuroscience will reimburse travel, accommodation and related expenses in compliance with [University of Calgary's Hospitality and Travel Expenses Policy](#) for visits up to 28 days to a maximum of \$4,000. The exchange may include travel to more than one Alberta campus and/or include multiple shorter visits to one or more affiliated Alberta campuses.

HOW TO APPLY

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

A complete application consists of:

- Trainee Mobility Program Application Form
- Trainee's CV
- Short Biosketch (using the Campus Alberta Neuroscience template available online) from both the Sponsoring and Host Principal Investigators including relevant publications and current funding (last 5 years)

The Trainee Mobility Application Form requires a description of:

- The proposed site visit plan for trainee scholarly development including budget and schedule
- The collaborative opportunity that will be explored/developed through the visit
- Sponsoring and Host Principal Investigators' contributions to trainee scholarly development
- Proposed budget to include accommodation, meals, transportation, workshop/conference fees, and other relevant costs. If necessary, apply per diems as indicated in the University of Calgary Travel & Expense Reimbursement Handbook, which is downloadable at albertaneuro.ca/programs

The complete application package, including all necessary components described above, must be submitted electronically, at least 15 business days before the event/visit, to albertaneuro@ucalgary.ca with the subject line Trainee Mobility 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 visit to create positive impact in neuroscience or mental health research, education and translation
- The Review Committee will provide comments to the applicant and a recommendation for funding to CAN

ADJUDICATION CRITERIA

- Provides opportunities for trainees to benefit from expertise beyond the boundaries of their primary campus
- Proposed plan will increase knowledge and enhance trainees' skills through research and education
- Strengthens linkages among Alberta neuroscientists by encouraging 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 **Trainee Mobility Program Report** (available on the Campus Alberta Neuroscience website) on the use of the funds and results/outcomes of the visit must be completed and sent to albertaneuro@ucalgary.ca within 60 days following completion of the visit
- Members are not eligible to apply for future CAN programs if final reports from previous awards are outstanding
- Trainees, supervisors and others involved in the funded project are expected to acknowledge the Campus Alberta Neuroscience Trainee Mobility Program in any research activity, including abstracts, publications, and in the dissemination of information, including conference proceedings and seminar announcements, resulting from this award

MENTORSHIP COMPONENT

Students may benefit from the involvement of their direct Supervisor while visiting the collaborating Host institution. In these situations, direct Supervisors may apply to the Campus Alberta Neuroscience Academic Exchange program for funding.

TRAVEL AND EXPENSE CLAIM REIMBURSEMENT PROCEDURE

Information regarding the process for submitting expense claims and receiving reimbursement can be found at albertaneuro.ca. Please note that the process may differ slightly depending on the applicant's home institution.

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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