



Campus Alberta Neuroscience

Academic Exchange (CANAE) Program GUIDELINES

PROGRAM DESCRIPTION

Campus Alberta Neuroscience (CAN) offers this program to support neuroscience and mental health exchange visitors to the affiliated Alberta institutions: University of Alberta, University of Calgary, and University of Lethbridge. The long-term goal of the program is to strengthen research, clinical, education and translation collaborations among the three universities. The exchange visitor may participate in activities such as:

- Delivering an academic seminar and/or invited lecture
- Meeting with research group and/or participation in/preparation of collaborative research
- Preparation of manuscripts
- Preparation of grant proposals
- Meeting with graduate/undergraduate students
- Graduate studies affairs, e.g. participation in committee meeting/examiner, etc.
- Formal seminars (encouraged, but not absolutely required)
- Applications from graduate students and postdoctoral fellows will be considered for activities such as delivering a seminar or learning new laboratory techniques

Hosts will be encouraged to organize a luncheon that would allow the visitor to interact with students and residents or practitioners when appropriate. The program supports visitors from all areas of neuroscience and mental health*.

** Vaccination is one of the most effective ways to protect our families, communities and ourselves against COVID-19. Campus Alberta Neuroscience is dedicated to the safety of our communities and people. As per the Universities and Government of Canada guidelines, it is thus strongly recommended that you receive your full vaccination prior to traveling.*

ELIGIBILITY CRITERIA

- Available to academics from one of the affiliated institutions (University of Alberta, University of Calgary, University of Lethbridge) who hold a full-time, continuing faculty appointment and are a member of CAN.
CAN membership details are available at albertaneuro.ca/membership
- Graduate level students (Masters or PhD) and postdoctoral fellows registered full-time at an affiliated institution in a neuroscience or mental health discipline
- Applicant must not have any outstanding final reports from other awarded CAN programs

TERMS AND VALUE

- CANAE funds are exclusively for travel costs and working lunches and/or dinners with trainees and collaborators (up to \$200, included in maximum budget below)
- CANAE does not cover honoraria
- CANAE will consider covering the costs of overnight stays when warranted*

Maximum Budgets

- Edmonton - Calgary exchanges up to \$900 each
- Calgary - Lethbridge exchanges up to \$400 each
- Edmonton - Lethbridge exchanges up to \$1,100 each

* If CAN approves an overnight stay, the maximum budget will be adjusted to support these costs

HOW TO APPLY

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

A complete application consists of:

- Academic Exchange Program Application Form

Please email the completed application form to abneuro@ucalgary.ca with the subject line "CANAE". If possible, please include birth dates of host and guest, as this is required for processing of payments by the University of Calgary. Please note that applications should be submitted at least 15 business days before the visit/event.

ADJUDICATION

Applications will be evaluated on merit and on the potential to strengthen the clinical ties and research collaborations between the three universities.

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 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 CANAE Report of Visit Form (available on the Campus Alberta Neuroscience website) must be submitted to abneuro@ucalgary.ca within 60 days following the 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 Academic Exchange (CANAE) Program in any research activity, including abstracts and publications, and in the dissemination of information, including conference proceedings and seminar announcements, resulting from this award

TRAVEL AND EXPENSE CLAIM REIMBURSEMENT PROCEDURE

- Hosts or Guests at the University of Alberta, Calgary or Lethbridge: send original receipts to CAN at abneuro@ucalgary.ca for direct reimbursement of the CANAE eligible portion of the travel (see Terms and Value on previous page)

QUESTIONS

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



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