

## **Travel Award Program**

### **Travel Awards**

In addition to the various events organized throughout the year by the AllerGen Administrative Centre, opportunities may arise for AllerGen Investigators and/or Highly Qualified Personnel (Trainees and Research Associates) to attend events (e.g., meetings, symposia, workshops and conferences), outside of AllerGen events, that will contribute to their academic and professional development in the field of allergic disease.

AllerGen Travel Awards are available to AllerGen Investigators and AllerGen HQPs to support their attendance and participation in events, outside of AllerGen, that are aligned with AllerGen's mission, values and goals. These events should provide the opportunity for; networking; research collaboration; knowledge exchange; new skill development, and; maximizing learning opportunities. Awards will be used to support a portion of related expenses including travel, accommodations and registration fees. Priority will be given to applications where costs are shared with other funding partner organizations.

### **Application Instructions**

Please complete the **Travel Award Application Form** to apply for support.

\*HQPs applying **must** include a formal letter from their supervisor indicating his/her support of the application.

If the Travel Award request is approved, you will be reimbursed the amount AllerGen agrees to fund, consistent with AllerGen's Travel Policy. Specifically, as a condition of Travel Award funding, a two page summary of the event attended must be submitted by each awardee, outlining significant professional and academic learning gained from event attendance. This summary is to be submitted on a fully receipted expense claim form immediately after the event for which written travel award has been given by the AllerGen Administrative Centre. Expense reimbursement will be provided upon approval of the expense claim and event report.

**Return completed Form and Supervisor's letter of support (if applicable) to:**

AllerGen Administrative Centre  
Attn: HQP Programme Manager  
McMaster University, MDCL 3120  
Hamilton, ON L8N 3Z5  
**Fax: 905-524-0611**  
**Email: [execsec@mcmaster.ca](mailto:execsec@mcmaster.ca)**