



## **MEOPAR Training Award: Information and Application Form**

### **Introduction**

MEOPAR allocates \$20,000 of its Training budget each fiscal year to support specialized academic, research, and career development training for HQP. If an HQP's application is successful, MEOPAR will cover up to 60% of the costs for the HQP to travel to and attend a training session or event, with a maximum MEOPAR contribution of \$2,500 CAD. The HQP and his/her Supervisor are responsible for finding matching funds to cover the remaining 40% of the costs.

In special circumstances, MEOPAR will consider applications where matching funds are not possible. If you have family care responsibilities that would affect your ability to attend training, please contact the Training Program Coordinator for information concerning possible assistance.

### **Eligibility & Application Process**

The Training Program Coordinator facilitates the MEOPAR Training Award program. Calls for applications will be held twice a year, in **February and September**. All HQP working in a MEOPAR-funded project are eligible to apply for the award. **To ensure fair access to the fund, each HQP will be eligible to receive the award once every 24-month period. One HQP per project per application period may receive an award.** In general, consideration will be given to funding HQP working in diverse regions, cores, and themes.

In special circumstances, MEOPAR may consider retroactive applications for training events which take place in the period between calls for applications. For example, if registration for a Summer School is held in May 2018, and the School takes place in August 2018, an HQP could apply in September 2018 to MEOPAR for retroactive funding of up to 60% of the eligible costs. The HQP must include an explanation of why the application was submitted retroactively. MEOPAR is not obliged to fund retroactive applications. In choosing to submit a retroactive application, the HQP and his/her Supervisor assume the risk that the retroactive application for funding may not be approved.

Applicants must demonstrate how the training event or opportunity uniquely complements their university education and project training. Value-added training will be prioritized when granting funding. Applications for funding to present at a conference will only be considered if the applicant can demonstrate that their experience includes a training or experiential learning component, such as attendance at a pre-conference workshop, or chairing or organizing a conference session.

### **Review and Notification Process**

The MEOPAR Scientific Director (SD), Associate Scientific Director (ASD) and Executive Director (ED) will review all applications. If an HQP was hired by the SD or the ASD, the HQP's application will be reviewed by the ED and an alternate reviewer (e.g., one of the Theme Leads). Applicants and their supervisors will be notified of the review outcome by email from MEOPAR as early as possible.

### **Expense Claim**

The HQP must submit a travel claim to MEOPAR for approval and reimbursement of eligible expenses (to a maximum of \$2,500 CAD) within 30 days of participation. Along with the travel claim, the HQP must submit a letter detailing the source, amount and allocation of any matching funds. Refer to [MEOPAR's Travel Policy](#) before booking travel. A travel claim form and instructions for completion can be accessed [here](#).

Once the travel claim has been approved, it will be forwarded to Financial Services at Dalhousie University for processing. Processing of claims by Financial Services can take up to three weeks.

### **Return on Investment**

By accepting sponsorship, the HQP agrees to disseminate the new knowledge, skills, resources, and information acquired from the development opportunity to other HQP. Logistics of knowledge sharing will be coordinated between the applicant and the Training Program Coordinator.

## MEOPAR Training Award Application Form

### Applicant Information

Name:

Position/Level of Study:

Institution:

Email:

Phone:

### Project Information

MEOPAR Project Name:

Project Supervisor:

Project Principal Investigator (PI):

### Training Event Details

Event Name/Title (please provide url if available):

Event date(s):

Event location:

Event registration deadline:

Budget Breakdown of eligible expenses (MEOPAR will cover 60% of eligible expenses, to a maximum of \$2,500 CAD):

**Applicant:** Please explain how participating in the event for which you seek sponsorship directly relates to and will benefit your research, academics and/or career. Be as specific as possible:

**HQP Supervisor:** Please describe how your research project will benefit from your HQP's participation at this event (e.g., expected outcomes to be applied, etc.). Please also describe how your HQP will benefit in terms of academics, research capabilities and/or career preparation:

**Project PI (if different from HQP Supervisor):** Please describe how your research project will benefit from your HQP's participation at this event (e.g., expected outcomes to be applied, etc.):

**Applicant signature:**

Date:

**Supervisor signature:**

Date:

**Project PI signature:  
(if different from Supervisor)**

Date:

**Contact/Questions?**

Please forward applications to [Laura Avery](#), MEOPAR Training Program Coordinator, (902) 494-4385.