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# HQP Training Awards

## I. MEOPAR Training Awards

MEOPAR Training Awards provide financial support to eligible recipients to participate in unique, value-added training opportunities. Applicants must demonstrate how the training event or opportunity complements their university education and project training.

MEOPAR will cover up to 60% of the costs for eligible Highly-Qualified Personnel (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.

MEOPAR is interested in funding the following types of training opportunities:

- Unique, value-added training that complements (rather than duplicates) training available through the HQP's university program and research project.
- Training in interdisciplinary and multidisciplinary research, knowledge mobilization, science communication, leadership, project management, and technical topics will be prioritized.
- Applications for funding to present at a conference will only be considered if the applicant can demonstrate that the experience includes a training or experiential learning component (e.g., attendance at a pre-conference workshop; chairing or organizing a conference session).

In general, consideration will be given to funding HQP working in diverse regions, cores, and themes.

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.

## II. Eligibility

Proposals must meet the following eligibility requirements to be considered:

- Applicants must be current MEOPAR Highly-Qualified Personnel (HQP) or affiliate HQP.
- Trainees are eligible to receive one MEOPAR Training Award per year.
- Training opportunities must fit within one or more of MEOPAR's core Training areas:
  - Ocean Observation
  - Forecasting & Prediction
  - Coastal Resilience
  - Marine Operations
  - Knowledge Mobilization & Science Communication
  - Interdisciplinary Research
  - Career Development
- Training opportunities should not directly overlap or be addressed by other MEOPAR programs (e.g., the HQP Regional Workshops fund; MEOPAR's Communities of Practice).

- Funding can only be used for eligible expenses (see section below).

### III. Application Process & Requirements

#### Application Process

There are three opportunities to apply throughout the year: September, January, and May. Exact submission dates will be announced prior to each competition and will be available on [MEOPAR's website](#).

MEOPAR's Administrative Centre, with input from the Training Advisory Committee, reviews and makes funding decisions based on consistency with Training Program and Network activities, relevance to MEOPAR's Strategic Plan, and adherence to eligibility requirements.

#### Application Requirements

To apply, fill in the application form and budget template and email them to [Laura Avery](#). Proposals should demonstrate how the event or activity complements the HQP's academic and project-level training, and must include an initial budget.

### IV. Eligible Expenses

Proposal budgets may include costs associated with the following:

- National and international travel costs, in accordance with [MEOPAR's Travel Policy](#) (e.g., airfare, mileage, taxis, accommodations, meal per diems, visa application fees)
- Registration fees for the training event activity

### V. Reporting Requirements

Successful applicants will be required to submit a Travel Expense claim and a final report within 30 days of the workshop or event to MEOPAR's Administrative Centre to receive reimbursement for eligible expenses. Refer to [MEOPAR's Travel Policy](#) before booking travel. A travel claim form and instructions for completion can be accessed [here](#).

A report template will be provided to the recipient and will ask for information on the following:

- General details about the training event (location, date, total funding)
- Details on leveraged funding
- Overall impact of the training event on the HQP's research and career plans

### VI. Contact Information

Applicants are encouraged to contact the Program Coordinator with questions:

**Laura Avery**, Program Coordinator, Training

[laura.avery@meopar.ca](mailto:laura.avery@meopar.ca)