



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 their supervisor are responsible for finding matching funds to cover the remaining 40% of the costs.

For online training courses, workshops or sessions, MEOPAR will cover 100% of costs, up to \$2,500 CAD.

MEOPAR funds the following types of training opportunities for HQP:

- 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 or attend a conference will not be considered under this fund.
- 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 Manager 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.



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- 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

Applications are accepted throughout the year. MEOPAR's Administrative Centre 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 email it 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:

- Registration fees for the training event or activity; and
- National and international travel costs, in accordance with [MEOPAR's Travel Policy](#) (e.g., airfare, mileage, taxis, accommodations, meal per diems, visa application fees). **Travel must be approved by the HQP's post-secondary institution and supervisor, and must not be booked before approval is received from MEOPAR.**

V. Reporting Requirements



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Successful applicants will be required to submit a Travel Expense claim and a brief 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 Training Program Manager with questions:

Laura Avery

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