# **CMBES Travel Grant Application**

# **Open call**

## Preamble

The Canadian Medical & Biological Engineering Society(CMBES) is pleased to offer a travel grant in aid of supporting volunteer work in Clinical Engineering. This grant is intended to partially defray the travel costs of a Clinical Engineer, Biomedical Engineering Technologist, or Clinical Engineering student, **who is a CMBES member** and Canadian Resident, who is planning to travel to a developing country to do volunteer work related to Clinical Engineering within a year of receiving the grant.

No more than one grant will be awarded each year to a qualified candidate. The amount of the award is $1500.

## Terms and Conditions

Application can be made for funding to support travel that will commence within 12 months of acceptance of the travel award.

To be considered for the travel grant, applicants must submit a complete application including a completed application form, curriculum vitae, documentation of acceptance into the proposed program of volunteer work, and a letter of reference from a supervisor.. After submitting the application, applicants may be contacted for an interview. The successful applicant will be notified within 30 days of their submission being received by CMBES. and must acknowledge acceptance of the travel grant within 30 days of notice of acceptance.. If an application is successful, funds will be forwarded to the applicant within 30 days after they have acknowledged acceptance of the award.

All financial aid decisions will be based on a) merit as demonstrated through the CMBES application form, and b) personal funding effort.

Applicants are expected to cover at least half of the costs of the proposed volunteer activity through fundraising efforts or out-of-pocket payment by the participant and their family. The CMBES Travel Grant is meant to partially cover travel costs.

Please fill in, or respond to the following sections. Details on how to submit the application are given in section 11.

## Contact information

|  |  |
| --- | --- |
| Family Name: | Given Names: |
| Home address (Street and number): |
| City: | Province: | Postal Code: |
| email | Telephone # |
| Current employer, or educational program and expected graduation date (if applicable): |

## Details of proposed Travel

|  |  |
| --- | --- |
| Departure date: | Destination: |
| Duration of stay in the Destination Country: |
| Nationality of passport you will travel under: |
| Information about Organization(s) that you will be working with: |
| Name of Organization |
| Address |
| Name of primary contact |
| Contact information of primary contact (email, phone#) |

## Budget for proposed Travel

|  |  |
| --- | --- |
| **Item** | **Amount (CAD)** |
| Airfare |  |
| Accommodation (Please describe the type of accommodation) |  |
| Food |  |
| Incidentals |  |
| Other fees (Provide details) |  |
| **Total cost** |  |

## Documentation of Acceptance

Please provide documentation of acceptance into the proposed program of volunteer work.

## Curriculum Vitae

Please include a current CV with your application.

## Other questions: (Enter answers directly on the form below each question. Expand as necessary.)

|  |
| --- |
| 1. Describe the objective(s) of the proposed volunteer work. (100 words or less)
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|  |
| 1. Explain why you want to do this volunteer work. (300 words or less)
 |
|  |
| 1. Describe the impact of the proposed volunteer work. (300 words or less)
 |
|  |
| 1. Describe any previous experience working in developing countries. (300 words or less)
 |
|  |
| 1. Describe your proficiency in the language of the country you propose to travel to. (50 words or less)
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|  |

## Letter of reference

Please obtain a letter of reference from a current or previous supervisor. The letter should be addressed to, Chair, International Outreach Committee, CMBES, and describe the relationship between yourself and the author of the letter. It should explain why the author thinks your proposed travel plans have merit and that you have their support. Please have recommendation letters emailed to secretariat@cmbes.ca with the subject: "ApplicantLastName\_*CMBESTravelGrant\_*Recommendation: ".

## Agreement and authorization

I attest to this application being true, correct, and complete to the best of my knowledge. I authorize CMBES to validate any information submitted in connection with this application, and I direct and authorize any third party to provide CMBES with any requested information to assist CMBES in doing so. I understand that this is an application for the CMBES Travel Grant and that there is no guarantee of receiving a travel grant. I further understand that that all decisions of CMBES as to whether funds are granted are in the sole discretion of CMBES and that such decisions are final and non-appealable.

Should I be awarded a CMBES travel grant, I agree to acknowledge the support of CMBES in any reports on any the volunteer work that I accomplished with the help of that support. In addition, I agree to submit a report, not to exceed two pages, on my work to the CMBES International Outreach Committee, after I have returned to Canada. The report will include proof of actual expenses incurred.

I further understand that if I fail to attend the program of volunteer work for which any aid is offered and accepted, that I will be obligated to pay back to CMBES the full sum of the funds awarded by CMBES no later than 6 months after receipt of the funds. By signing below, I acknowledge and agree to the terms and conditions of this Application and Agreement and waive and release CMBES from all claims arising out of or relating to this application or travel grant, to the extent allowed by law.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THE INFORMATION THAT YOU PROVIDE TO CMBES WILL BE TREATED AS CONFIDENTIAL.**

## Application Checklist

* Curriculum Vitae enclosed
* Documentation of acceptance into the proposed program of volunteer work.
* Letter of reference obtained
* Application signed and dated and all questions answered.
* Submit completed application as a PDF file to: secretariat@cmbes.ca by the deadline date. Please use the following naming convention for the submitted file: Lastname\_CMBESTravelGrant\_Date(yyyy\_mm\_dd).pdf