



## Ontario Ginseng Innovation and Research Consortium

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# Jamieson Graduate Student Travel Award Guidelines and Procedures

## A. GRADUATE STUDENT TRAVEL AWARD GUIDELINES

The Ontario Ginseng Innovation & Research Consortium (OGIRC) encourages its member graduate students to travel to present their research at national and international conferences to enhance their research training.

The OGIRC is pleased to administer the Jamieson Graduate Student Travel Award funded by our private sector partner, Jamieson Laboratories. The objectives of this travel fund are to 1) enhance education and training experience of graduate student trainees through the presentation of their research to the wider scientific community, and 2) reduce the financial strain on supervisors to provide graduate students with travel funds from their OGIRC sub grants.

Travel funds may be awarded to defray expenses incurred by graduate students to present their ginseng research at a significant national conference (up to \$700) or international conference (up to \$1400.00).

### Eligibility

- Award to support an OGIRC registered graduate student (Masters or Doctoral) with travel expenses to present their ginseng research findings (poster/oral) at a national or international scientific conference.
- Papers/posters must be generated from the OGIRC research program and be the applicant's original research. Preference will be given to presenter that is first author.
- Supervisor is to provide comment on the importance and benefit of this travel to the graduate student and OGIRC research program.
- Confirmation that your abstract has been accepted by the conference organizers is required prior to travelling.

### Process

- Application for travel award should be submitted to the OGIRC Central Office at least two weeks prior to the trip to give time to evaluate the travel application. The significance of the conference as a venue for reporting ginseng research will be considered.
- Award is distributed as an expense reimbursement up to maximum approved for travel and preparation of materials.
- Travel funds are limited. It may not be possible to fund all eligible applicants in a fiscal year.
- Student is expected to apply for any travel awards offered by the conference organizers in addition to this award.

## Other Obligations

- Recipients of a travel award are asked to share their experience with the membership by submitting a one-page report summarizing the significance of the conference and the value to their research program shortly after their return. Alternatively, a verbal report may be delivered at the next scheduled OGIRC Journal Club.
- OGIRC Central Office is to be notified of any awards of excellence or merit achieved by the travel award recipient.
- Jamieson Laboratories is to be acknowledged for this award where appropriate.

## Policy Guidelines

- Economic and efficient use of funds
  - Use public transportation whenever possible
  - Rent a car if it is the most economical option
  - Airfare not to exceed economy rates
  - Accommodation (room & taxes) not to exceed rate for single occupancy, standard room

The OGIRC travel policy complies with the UWO travel policy available at [www.uwo.ca/univsec/mapp/section2/mapp216.pdf](http://www.uwo.ca/univsec/mapp/section2/mapp216.pdf)

## **B. PROCEDURES**

### Application for travel award

Submit by email attachment or paper copy to the OGIRC Central Office:

1. Jamieson Graduate Student Travel Award application  
The travel application form can be downloaded from the Academic Members page of the OGIRC website at [www.uwo.ca/ogirc/members](http://www.uwo.ca/ogirc/members)
2. Copy of the conference abstract
3. Conference website reference
4. Proof of abstract acceptance

The OGIRC Central Office (Dr. Lui, Scientific Director and Wendy Ambrose-Hope, Project Manager) will evaluate the strength of the travel proposal and confirm the travel funds available.

If the travel award is not offered, travel expenses may be paid from the supervisor's sub-grant account or another source. Details of the conference should be kept on file for inclusion in the Annual ORF Progress Report.

### Submit Travel Expense

- **The Supervisor is based at UWO**
  - Submit full expense report through their home department to their OGRIC sub-grant account. If the investigator does not hold a sub-grant, contact the OGIRC Central Office.
  - Forward a copy of the travel expense report to the OGIRC Central Office.

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- The recipient will submit their one-page summary and a copy of their poster/presentation to the OGIRC office in a timely fashion.
- On receipt of the conference summary and travel expense report the OGIRC office will reimburse the sub-grant for the lesser of the award or the cost of travel.
  
- **The Supervisor is based at a partner institution**
  - The recipient will submit their one-page summary and a copy of poster/presentation to the OGIRC office in a timely fashion.
  - On receipt of the conference summary the OGIRC office will forward a UWO Travel Expense Report ([www.uwo.ca/finance/forms/longexp.pdf](http://www.uwo.ca/finance/forms/longexp.pdf)) to be completed for expenses up to the lesser of the award or cost of travel.
  - Complete travel expense report, attach original receipts, sign and return report to OGIRC. Travel expenses exceeding award are to be covered from the OGIRC sub-grant or another source.
  - OGIRC office will process the travel expense report at UWO, and a cheque will be mailed to the supervisor.