



Ontario Ginseng Innovation and Research Consortium

Department of Physiology and Pharmacology; Schulich School of Medicine and Dentistry;
DSB 2001; The University of Western Ontario, London, Ontario Canada N6A 5C1
Tel: 519 850-2996 Fax: 519 661-3827 Email: ogirc@uwo.ca
www.uwo.ca/ogirc

Conference Travel Stipend Policy, Guidelines and Procedures

A. TRAVEL POLICY & GUIDELINES

The Ontario Ginseng Innovation & Research Consortium (OGIRC) encourages its member investigators and trainees to travel to present their research at conferences; participate in outreach activities that engage youth and the general public in the practice of science; network with collaborators and otherwise enhance their research programs.

The OGIRC may provide up to \$1400/year CAD to investigators and post-doctoral fellows (PDFs) to defray travel expenses incurred to present their ginseng research at a significant national or international conference. Please note that the graduate student and technician stipend provided by OGIRC incorporates conference travel support and is at the discretion of the supervisor. In addition, the OGIRC Central Office may provide travel funds for annual conferences, workshops, retreats and other events when the entire membership is expected to attend.

External Scientific Conference Support

- Travel support to attend non-OGIRC scientific conferences is restricted to Member Investigators and PDFs
- Investigator or PDF is to present a lecture/paper/poster at a recognized national or international scientific conference.
- Investigator or PDF should notify the OGIRC Central Office of plans to travel at least two weeks prior to the trip to give time to evaluate the conference travel stipend request. The significance of the conference as a venue for reporting ginseng research will be considered as well as previous travel support.
- Travel funds are limited. It may not be possible to fund all eligible applicants in a fiscal year.

Other Obligations

- Recipients of a travel stipend 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 investigator or PDF.

Policy Guidelines

- Travel sponsorship & assistance
 - Members/PDFs are expected to apply for any applicable conference travel awards.

- 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

B. PROCEDURES

Request Travel Funds

Submit by email attachment or paper copy:

1. Copy of the conference abstract
2. Proof of its acceptance
3. Conference Travel Stipend Request form to the OGIRC Central Office.
The travel form can be downloaded from the Academic Members page of the OGIRC website at www.uwo.ca/physpharm/ogirc/members/index.html.

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 stipend is not offered, the individual may pay the travel costs from their 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 Investigator/PDF is based at UWO**
 - Submit full expense report through their home department to their OGRIC sub-grant account. If 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.
 - OGIRC office will reimburse the sub-grant for the lesser of the award or the cost of travel.
 - The recipient will submit their one-page summary and a copy of their poster/presentation to the OGIRC office in a timely fashion.
- **The Investigator/PDF is based at a partner institution**
 - Complete a UWO Travel Expense Report (www.uwo.ca/finance/forms/longexp.pdf) for expenses up to the lesser of the award or cost of travel, 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 recipient.
 - The recipient will submit their one-page summary and a copy of poster/presentation to the OGIRC office in a timely fashion.