



CHRIM Travel Grant Checklist and Application Form

This checklist and application form should be used in conjunction with the CHRIM Grants and Awards Guide. Questions should be directed to the Grants Administrator (grantsadministrator@chrim.ca).

All applications must be **electronically** submitted and are due the first business day of every month and at least one full review cycle before departure (e.g, submit January 1st for February 15th departure). Late applications (after 3:00 PM on the deadline date) will not be accepted. Incomplete, inaccurate or otherwise improperly prepared applications will NOT be reviewed.

Submit the complete application with attachments as a single PDF to grantsadministrator@chrim.ca.

Awards will not exceed \$1250 CDN and will be based on estimated costs listed on the next page. Awardees will be notified prior to departure and will be given the opportunity to submit an expense claim form with original receipts upon return. Meal per diems are not paid and original receipts are required.

Part A: Checklist of documents to be included in the submission

- Travel Grant Checklist and Application form, completed and signed
- Abstract of presentation
- Acceptance Letter or Registration Confirmation

Part B: Required Signatures

Signatures below indicate that the applicant and supervisor have read the Grants and Awards Guide and agree to abide by the terms and conditions of this award outlined therein.

Applicant Name	Supervisor (CHRIM Member) Name
Applicant's Signature	Supervisor's Signature
Date	Date



Part C: Application Details

APPLICANT NAME			
Department/Faculty			
Office Address			
E-mail Address		Phone	
Travel Destination			
Conference Name			
Departure Date		Return Date	
Please list ALL estimated costs associated with this travel, even if the total exceeds \$1,250 CDN			
ESTIMATED COST (Canadian dollars)	COMMENTS		
Registration			
Transportation <i>(airfare, etc.)</i>			
Hotel			
Meals			
Miscellaneous <i>(ground transportation, etc)</i>			
TOTAL est. cost		<i>(Amount awarded will not exceed \$1,250 CDN)</i>	
Other funding sources available	Amount	Comments (including any conditions on the availability)	
JUSTIFICATION: In the space below, briefly outline (a) the relevance of this conference and presentation to child health and (b) how this travel will enhance the professional development of the trainee. Maximum 1,000 characters (including spaces).			