

Travel Grant Checklist

This checklist should be used in conjunction with the Travel Grant Application Form and the MICH Grants and Awards Guide.

All applications must be electronically submitted to MICH and are due the first of every month and within 30 days of completion of travel. 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.

Applicants must submit the complete application to grantsadministrator@mich.ca.

Checklist of documents to be included in the submission

- Travel Grant Checklist
- Travel Grant Application form, completed and signed (does not exceed maximum of \$1,000)
- Abstract or presentation
- Acceptance Letter
- Brief paragraph (150 words) outlining (a) the relevance to Child Health and (b) how this conference will enhance the trainee's professional development.
- Required receipts