

CCC TRAVEL GRANT POLICY

The Canadian Heart Rhythm Society (CHRS) has an annual budget to support trainee and nurse/allied health travel to the Canadian Cardiovascular Congress (CCC) to present their research. The CHRS Board of Directors will approve the budget amount annually. The following policy has been adopted to ensure uniformity in the disbursement of travel grants to eligible candidates.

Eligibility

To be eligible for a travel grant you must be a CHRS member in good standing and presenting a research abstract or poster in the electrophysiology field at the CCC.

Guiding Principles

- 1) CHRS trainee and nurse/allied health professional (AHP) members are eligible to receive a travel grant **up to \$500** to offset costs associated with attending the CCC.
- 2) Travel grants must be requested prior to attendance at the CCC. Members will be advised a minimum of three weeks in advance of the CCC if funding has been approved.
- 3) Travel grants shall be awarded on a first come, first granted basis. Once the annual funds have been depleted, subsequent requests will be declined.
- 4) CHRS trainee and AHP members must present at the CCC; under no circumstances will travel grants be awarded to attend the congress where they do not make a presentation.
- 5) Grants are paid after the CCC, upon submission of an expense claim form detailing the expenses incurred, including copies of receipts.
- 6) Grants may only be used to cover either travel expenses (train, plane, bus or other), accommodation expenses or registration fees. Other travel-related expenses (food or incidentals) will not be reimbursed.
- 7) By accepting a CHRS travel grant, recipients agree to the guiding principles and give permission to CHRS to publish their name and details of their presentation on the CHRS website and in CHRS newsletters.

Application Procedures

An application form must be completed. The CHRS may request any additional information needed to determine suitability of the request. All requests will be reviewed and approved by the CHRS Executive.

[Application Form](#)

Last Updated: October 2023

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