

TRAVEL GRANT POLICY

The Canadian Heart Rhythm Society (CHRS) has an annual budget to support trainee and allied health travel to conferences to present their research. The CHRS Executive 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:

- 1) a CHRS member in good standing; and
- 2) presenting a research abstract or poster in the electrophysiology field at the Canadian Cardiovascular Congress (CCC); or
- 3) attending the CHRS Annual Meeting.

The recipient of the annual CHRS Highest Rated Electrophysiology Abstract by a Trainee Award is also eligible to apply for a travel grant to attend CCC to present their research.

Guiding Principles

- 1) CHRS trainee and allied health professional (AHP) members may request one travel grant to a maximum of \$500 per conference.
- 2) CHRS trainee and AHP members may request up to two travel grants for a combined total of \$1,000 during the CHRS fiscal year.
- 3) Travel grants must be requested prior to attendance at the conference. Members will be advised a minimum of three weeks in advance of the respective conference if funding has/has not been approved.
- 4) Travel grants shall be awarded on a first come, first granted basis. Once the annual funds have been depleted, subsequent requests will be declined.
- 5) If, at the end of the fiscal year, funds remain in the travel budget, the additional funds will not be carried over.
- 6) CHRS trainee and AHP members must present at the conference; under no circumstances will travel grants be awarded to attend a conference where they do not make a presentation.
- 7) Grants are paid after the conference, upon submission of an expense claim form to the CHRS Secretariat detailing the expenses incurred, including copies of receipts.
- 8) By accepting a CHRS travel grant, recipients give permission to CHRS to publish their name and details of their academic presentation on the CHRS website and in CHRS newsletters.

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Application Procedures

An application must be completed. The CHRS may request any additional information needed to determine suitability of the request.

All requests will be reviewed by the CHRS Executive. These reviews may take place via email or via videoconference. The CHRS Executive will recommend if requests should be approved or not.

The CHRS Executive will do their best to ensure that there is a balance between gender, geographic location, and area of work (basic vs. clinical). However, scientific merit and quality of the applications will come first.

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