



FACULTY OF HEALTH AND SOCIAL DEVELOPMENT (FHSD) CONFERENCE AWARD APPLICATION

Purpose: The FHSD Conference Award supports scholarly and professional activities for FHSD Trainees, which includes domestic and international graduate students in FHSD Master's (thesis-based or course-based) or Doctoral programs – including those in Interdisciplinary Graduate Studies (IGS) programs with an FHSD faculty member as their primary supervisor, and Postdoctoral Fellows (PDFs).

Applications will be considered for in-person and virtual conference attendance for FHSD trainees. To be eligible, trainees must **present** scholarly work (e.g., a presentation, poster, workshop) based on research or scholarly/project work conducted **while a trainee at UBCO**.

Award Information: Applications for this award are accepted quarterly:

- April 1 - June 30
- July 1 - September 30
- October 1 - December 31
- January 1 - March 31

Trainees can apply for this award multiple times for up to a maximum amount as follows:

- \$2,000 for Masters students (course-based or thesis-based)
- \$4,000 for Doctoral students
- \$4,000 for PDFs

Up to \$15,000 is available per quarter, and any balance is carried over to the next period.

If more than \$15,000 is requested in a given period, the FHSD Associate Dean of Research, in consultation with the FHSD Research and Graduate Training Committee, will review and rank applications and award a maximum of \$15,000.

To ensure timely reimbursement, applicants are encouraged to apply during the period *before* the conference will occur. Successful trainees will be notified by email and given instructions for how to submit receipts for reimbursement.

Expenses must follow the UBC Finance guidelines for travel expenditures. See [Appendix I](#) for more details.



Eligibility:

- At the time of abstract submission, applicants must be one of the following:
 - In good standing and registered full-time in an FHSD graduate program, AND within the expected program completion time (i.e., 24 months for Master's students, 60 months for Doctoral students); OR
 - In good standing and registered full-time in an IGS graduate program, with a primary supervisor who has a primary faculty appointment in FHSD, AND within the expected program completion time (i.e., 24 months for Master's students, 60 months for Doctoral students); OR
 - Currently employed as a PDF in FHSD at the **time of application**
- The research/scholarly work for this presentation must have been completed while a trainee at UBCO, and must be based on research conducted in fulfillment of their academic program or fellowship requirements
- The research/scholarly work for this presentation must have been generated by the applicant
- The applicant must be one of the primary authors, and the presenter at the conference. If two or more trainees co-author/co-lead the paper or presentation, only one is eligible for this award.

Award Criteria:

- The application form information is to be completed in collaboration with the applicant's supervisor. The applicant's graduate program coordinator (Master's and Doctoral students only) reviews and signs the application prior to submission
- If the amount requested within a given period exceeds the available funds, applicants will be ranked based on:
 1. Degree type (i.e., research-based students are given priority over course-based students)
 2. Number of previous FHSD Conference awards (i.e., preference will be given to those who have not received an award during their current degrees)
 3. The rationale for how the conference will further (1) the trainee's research and career development, and (2) the research interests/reputation of the lab, school, and faculty

How to Apply:

- Carefully review the award eligibility and criteria
- Complete the award application form in collaboration with your supervisor
- Attach the letter of acceptance/invitation from the conference organizers that describes the nature of participation in the conference
- Attach a copy of the abstract as submitted to the conference organizers
- Submit as a single '.pdf' file to fhsd.graduateprogram@ubc.ca to collect graduate program coordinator signature by the quarterly deadline (see table below)



Opening Date for Applications	Closing Date for Applications	Approximate award confirmation date
April 1	June 30	July 15
July 1	September 30	October 15
October 1	December 31	January 15
January 1	March 31	April 15



FHSD CONFERENCE AWARD APPLICATION FORM

Conference Information:

Trainee Name	
Trainee Email Address	
Conference Title/Organization Name	
Conference dates	
Conference location (city, country OR if online, provide URL)	
Role of Applicant at Conference (paper presenter, poster presenter, invited lecturer/speaker)	

To be completed by trainee:

How will attendance at this conference support your research and career development? (250 words)



THE UNIVERSITY OF BRITISH COLUMBIA

Okanagan Campus

Faculty of Health and Social Development

Okanagan Campus

Dean's Office, ART 360

1147 Research Road

Kelowna, BC, Canada V1V 1V7

fhsd.ok.ubc.ca

To be completed by supervisor:

How will the trainee's attendance at this conference further the research interests/ reputation of your lab, school, and faculty? (250 words)

**Budget:**

Item	Estimated Cost
Travel	
Accommodations	
Meals	
Conference Registration fees	
Other (please specify)	
TOTAL:	

The applicant has received the FHSD Conference Award previously (in their current degree program or PDF appointment):

YES

NO

By signing below, we confirm:

- 1) The applicant was/is enrolled full-time in a research-based graduate program offered by FHSD or IGS and has a primary supervisor in FHSD when the abstract was submitted; or is a current PDF with a primary supervisor in FHSD
- 2) The applicant is, at the time of this application, in good standing (i.e., meets the College of Graduate Studies criteria for GPA, and Satisfactory Progress), and within the expected program completion time for their degree (Master's and Doctoral students only)
- 3) The research presented at this conference is based on the applicant's research conducted in fulfillment of their academic program or fellowship requirements
- 4) The proposed budget is reasonable

We confirm the above to be accurate at the time of application submission

Applicant Signature	Supervisor signature

For graduate students only (Master's and Doctoral): please submit to fhds.graduateprogram@ubc.ca for review of the above information

Grad Program Coordinator Signature



APPENDIX I: Travel Related Expenses

Adapted by Nicole Carlos, FHSD Research Finance Manager, from [UBC Board of Governor's Business Expenses Policy](#) and [UBC Business Expense Rules](#)

Objective:

UBC is a public institution, which aims to use its resources in a reasonable, appropriate and financially prudent manner. The objective of these Rules is to improve transparency and enhance stewardship of public funds by setting out rules regarding certain allowable expenses and reimbursements, and to facilitate consistency between units.

Guidelines:

Questions to ask when considering what is necessary, reasonable, appropriate and financially prudent include the following:

- (1) Does the expense need to be incurred and is there value for UBC?
- (2) Is there an alternative that is less expensive but still appropriate, safe, and convenient?
- (3) Would this expense be considered excessive or unreasonable from the general public's view?
- (4) Is it an arm's length transaction (i.e., no conflict of interest) that conforms to sound business practice?

Reimbursement of Claims – General Rules:

1. Detailed receipts from vendors must support all non-per diem expense reimbursement claim items. If a receipt is missing, the claimants must acknowledge the receipt is missing and certify that the receipt is unattainable, and the expense has not and will not be claimed from any other source.
2. Claims must be submitted for clearance within 30 working days after the end of a trip. Pre-travel expenses, such as airfare and conference registration, can be submitted for reimbursement as incurred. These pre-travel claims must be referenced in the final claim for a trip.
3. Dates of travel, purpose of travel, names of the travellers are all pertinent details that are needed when submitting a claim.

Hospitality and Entertainment Rules

Guidelines:

The frequency of food and refreshments offered at work meetings between employees during UBC business hours should be reasonable. Discretion should be exercised regarding the amount and type and restrictions associated with funds used. For example, it may be reasonable to have refreshments at meetings that last two or more hours or over a lunch period.

1. A detailed receipt documenting the business purpose, names of attendees, and associate organizations must always be provided as support for reimbursement of H&E expenses.
2. If a group meal expense is submitted when dining with external guests, an itemized receipt must be submitted as support for the expense, indicating the purpose and attendee names.
3. Permissible amounts (no alcohol on grants):
 - a. Day Event (up to 6pm): \$50 max per person



- b. Evening Event: \$95 max per person

Travel Rules: Accommodations

Guidelines:

A “business class hotel” means accommodation located near the business district of the applicable city, country, or region and which provides an environment in which one can conduct business safely.

Public hotel booking websites may offer cheaper rates but may require 100% prepayment of fees, have higher cancellation/change fees and provide no ability for UBC’s travel vendors to assist travelers with cancellations and rebooking in case of emergency in any unforeseen circumstances. Typically, only accommodations with free cancellation should be selected. For visitors coming to UBC, it is strongly recommended, wherever feasible, to consider on-campus guest accommodations before considering external downtown options.

The standard for reimbursement of accommodations while travelling must be based on the **lowest price** of a standard available room in a business class hotel. IF attending a conference, booking at the conference hotel is permitted AT A REASONABLE RATE. If there are other options nearby and ample options for transportation, you should book at a nearby hotel if the conference hotel rate is substantially more expensive.

1. Hotel alternatives are acceptable if the rates and terms are competitive with hotel options. Example include Airbnb or VRBO.
2. Where short-term lodging is provided at no charge, a gift or payment in appreciation may be provided up to \$50.00/day with a maximum of \$150.00 for the entire duration of the stay.

Travel Rules: Air

Guidelines:

- Travel has a large impact on the environment and increases UBC’s carbon footprint. UBC travelers should strive to use available technology as a substitute for face-to-face meetings where possible (i.e. Zoom/MS Teams/videoconferencing). Please refer to UBC Vancouver’s Climate Action Plan 2030 for more information regarding UBC’s targets and strategies with respect to climate change.

- One should consider attending conferences virtually as an option where possible to limit UBC’s carbon footprint.

- Planning for travel should ideally start at least 15 days in advance for North American travel and 30 days in advance for international travel in order to obtain the best value and support for the traveler.

1. All air travel must be at the lowest available fare on the shortest route. Preferred seating, which offers slightly more seating space, is allowed only if UBC work is to be completed during the flight and the flight has a duration of more than 3 hours. Any other exception to preferred seating or regular economy travel, such as Premium Economy and Business Class, must be pre-approved by the respective Head of Unit with justification. Typical justifications would include, for example, medical certificates and otherwise would only be considered for flight segments longer than six hours. The approver must ensure appropriate budget funding is available.
2. Additional stopovers to include personal travel are permissible but will only be reimbursed at the cost of an available fare on the shortest route to the work-related



destination(s). Supporting documentation, such as a flight itinerary quote for the shortest work-only routing, is required.

3. Reimbursement of flight passes is not permitted, as they are not considered the most economical choice per trip (i.e. Latitude/Flex).

4. Fees incurred for up to one piece of checked luggage plus a carry on will be reimbursed per trip if the ticket does not cover luggage. Any exception to this requires approval from the individual's Manager.

Travel Rules: Meals – Out of Town or Conferences for UBC Personnel

1. To facilitate efficient reimbursement, UBC individual travelers should use per diems to claim for Out of Town meal expenses; receipts do not need to be provided for individual per diem meal claims.

2. Only the individual traveler can claim UBC per diem rates.

3. UBC per diem rates represent what UBC deems to be a reasonable cost, and are as noted in the then- current UBC per diem rates.

4. UBC per diem rates cannot be claimed if meals have been included in another reimbursable item (i.e. conference fee, transportation, accommodation).

5. UBC per diem rates also cannot be claimed in the following situations:

a. where another member of the University has submitted a claim for the same meal; or

b. where meals are offered by the event organizer.

6. Where grant or contract funding have lower per diems than UBC's per diem rate, the traveler may claim the differential amount from other sources after charging the research account with the maximum allowable rate.

Travel Rules: Minor Reimbursable Items

1. While travelling, an incidental amount of up to \$10/day may be claimed. The incidental amount is to compensate for non-receipted items such as meter parking, transit fares and housekeeping gratuities. If a Third Party Requirement does not permit non-receipted items to be reimbursed, the missing receipt documentation is required for reimbursement.

Travel Rules: Automobile and Other Transportation

Guidelines:

A map tool or application should be used to substantiate kilometers driven and be submitted as part of travel claim.

1. Subject to Rule #2 below, Vehicle Costs are eligible expenses incurred while conducting UBC business if the expenses are necessary, reasonable, appropriate, and financially prudent. Receipts or proof of mileage must be provided for reimbursement of such costs.

2. Vehicle Costs incurred to travel to and from one's regular work location are not reimbursable.

3. Mileage reimbursement when driving to meetings locally from any UBC place of business is reimbursable unless it forms part of one's commute to or from the individual's usual work location(s). UBC places of business include, but are not limited to, Robson Square, UBCO downtown campus and any of the Hospital sites.



4. Mileage reimbursement on private vehicles is permissible at the rate set out by Canada Revenue Agency from time to time and only for kilometers travelled for UBC business in excess of those normally incurred travelling directly to and from one's regular place of work. Distance calculated starts either from the individual's regular place of work or home (if that individual is working from home on the particular day) to the destination in the most direct route and may only be reimbursed if the excess kilometer calculation plus accommodation and meals does not exceed the cost of an economy priced airline ticket. Please note that the mileage rate will be updated regularly to be in alignment with CRA's prescribed rate.
5. Limousine costs are not reimbursable unless, due to the number of UBC travelers or specifics of the destination (such as distance from the airport), it is the most economical option. A specific expense justification and a list of travelers must be provided at time of making the claim for reimbursement.
6. Vehicle rental is only permitted for Out of Town travel where it is necessary, reasonable, appropriate, and financially prudent in the circumstances, and in accordance with the below. Rentals are permitted for Out of Town guests and for departmental events where vehicle rental is more economical than other transportation options. Cost of luxury and sport vehicles are non-reimbursable.
7. Although vehicle rental companies do not provide full collision and comprehensive insurance as part of the basic rental rate, they invariably offer the renter the option to purchasing the Collision (or Loss) Damage Waiver (CDW or LDW). Individuals should decline the Collision (or Loss) Damage Waiver (CDW or LDW) at the time of rental if previous arrangements have been made with UBC Safety & Risk Services for rental vehicle insurance or if the renter charges the rental cost to the renter's UBC Credit Card.
8. Third party liability coverage should not be waived. Vehicle rental companies provide third party liability insurance as part of the basic rental rate for the vehicle.

Guidelines:

- Excess third-party liability is carried by UBC but it will apply only if there is some liability insurance in place through the vehicle rental company. This coverage is to protect both the driver and UBC against claims made by third parties for all sums which UBC shall be obligated to pay as compensatory damages, by reason of liability imposed by law for loss or damage arising from the use or operation of any rental vehicle, and resulting from bodily injury to or the death of any person or damage to property of others.