PoND

Research and Training Visit Application Form

Student's name: Supervisor's name:

Degree program: Year of current degree program:

Current institution: Visiting research group:

Type of visit: Duration of visit:

Estimated time of visit (e.g. Fall 2021; if unknown, enter "unknown") :

1. **(To be completed by the Supervisor)** If applying for research visit, briefly outline the planned research activities. If applying for a training visit, explain the training that will take place. In both cases, explain how the visit will provide value-added training for the student.

2. **(To be completed by the host PI)** Briefly indicate your support and explain the feasibility of the above proposed research/training activities within your research lab.

3. How much money will you need for a successful completion of a research/training visit at the proposed institution? Justify your proposed expenses and give a break down of the expenses. (please see instructions below).

Applicant's signature

Date

Supervisor's signature

Date

Visiting lab PI's signature

Date

This mobility travel application has been reviewed is   accepted   rejected
Final spending approval must be obtained before booking your trip.

Cornelia Bohne (sign)   Matt Moffitt (sign)

Date   Date

Application instructions

1) Research visits to another PoND lab should be for a minimum duration of 1 week to count as fulfilling this collaboration activity. During research visits, the students will have the opportunity to expand their own research using new techniques or learn about a new area of research in the visiting lab. PoND travel grants to fund travel and accommodation costs will be awarded to support this collaboration activity.

2) Training in other PoND labs will give students an opportunity to get hands-on experience on specialized techniques outside the expertise of their research group. PoND travel grants to fund travel and accommodation costs may be awarded to support this collaboration activity if the training requires student travel.

3) Funding for research and/or training visits will be available to students on a first-come-first-served basis until the allocation of $16,000 for a year is spent. Students' travel and accommodation expenses will be covered by the awarded grant for travel and the required accommodation expenses up to 3 months per student subject to prior approval. For travel the students should choose the cheapest fare possible. The student will be responsible for meal expenses. In order to apply for a research and/or training visit travel grant, the student should complete the application form (available on PoND website) and return it to the PoND Program Coordinator. The PoND director and financial officer will review the applications to decide on eligibility. Once a decision is made, the Program Coordinator will inform the student that their travel application has been approved. Approval of the application <u>does not</u> mean that the student can go ahead and book their trip.

4) Once the student is ready to book their trip, they should contact the PoND financial officer (Cornelia Bohne, bohne@uvic.ca) **before booking flights or accomodation** with proposed dates for a trip. The financial officer will then make a decision on final spending approval and inform the student. Decisions on final spending approval will be made on a first come, first served basis based on availability of funds. If mobility funds are not available within a given fiscal year, the student may be asked to delay their trip.