

Special Training Opportunities Fund

Terms of Reference

Overview

The Special Training Opportunities Fund (STOF) provides funding to McCaig Institute trainees and highly qualified personal (HQP) to pursue unique training experiences (not for traveling to or presenting at a conference) related to their academic goals and professional development. The STOF will support 75% of the proposed costs with the remaining 25% secured through other funds (e.g., supervisor, graduate program, etc.). Funding will be up to a maximum of \$3,000, and special requests for extraordinary opportunities beyond this may be funded with extraordinary justification.

Procedure

Applicants must present a written case for the value of the training opportunity, particularly how it will further their research or career goals and how the learnings will be shared for the benefit of others in the Institute. Applications are reviewed on a rolling basis until the funds are depleted and will be judged by at least three voting members the McCaig Education Committee. When approved, funds will be provided as a reimbursement of expenses.

Eligibility

Graduate students or HQP whose primary supervisor is a McCaig Institute member. Only one person per lab or supervisor may attend the same event, workshop, or training. The STOF award is intended for unique training opportunities (not for travel or attending conferences) for graduate students or staff to bring back the expertise to the institute and/or lab and therefore, only one person per lab can be approved for a STOF per event.

Application Requirements

Applicants must submit the following:

- a. A short (~250 words) summary to the McCaig Education Committee Chair (mccaig@ucalgary.ca) explaining how the proposed opportunity will elevate the applicant's training experience, support their research or professional goals and how it aligns with the McCaig Institute's education and training mandate. A timeline and deliverables/outcomes gained should be highlighted. The document should contain: your full name, the submission date of the summary, and the date of the experience.
- b. A budget and supporting documentation detailing estimated costs. For expenses to be reimbursed, receipts and supporting documentation will be required.
- c. Attestation (e.g. letter) indicating that additional funding sources have been secured.

Obligations of Award Holders

- a. Within 3 weeks of completing the educational experience, graduate students and HQPs must submit a one-page report to the McCaig Education Committee suitable for inclusion in McCaig Institute communications (mccaig@ucalgary.ca).
- b. Award holders must also deliver a brief oral presentation (e.g., seminar series, open house, lunch and learn, etc.) describing what the awardee learned and how it was beneficial to their research or career. The McCaig Trainee Committee (mtc.mccaig@ucalgary.ca) will schedule presentations during the seminar series.
- c. Expenses related to the award must be submitted within 3 weeks of the event and should not exceed the amount requested or approved. Failure to submit expenses in a timely manner may result in forfeiting the funds.

Approved and Adopted by the Committee on 28 September 2023