

Graduate Research Award in Clinical Neuropsychology (April 2018)

You may apply for funding after you have attended a conference in which you presented a poster or paper as a first author. In order to apply, please include the following information in your submission in a brief letter to the Coordinator of the Clinical Neuropsychology Track:

1. The total cost of your attendance to the conference in Canadian dollars.
2. The amount covered by other funds, which must be subtracted from the amount requested (e.g., Graduate Studies funds, grants, etc.). You should provide evidence that you applied for funding from these other sources first.
3. The amount you are requesting (what you received minus the amount you were funded from other sources).
4. The meeting you attended and what you presented.

The university now requires the student being reimbursed be hired as a casual employee. This means the CN area coordinator will need to submit paperwork on your behalf. To make this process more time-efficient, you should alert the CN coordinator of your intent to use the GRACN funding as soon as possible so they have your forms submitted in advance of your request for funds.

- Once you are hired as a casual employee, you will be given access to the finance website where you will upload your receipts. You must upload all receipts (including boarding passes) in order to be reimbursed.
- The account for the GRACN fund submission is 04.1050.40955.000000. Make sure you have the right account!
- You must follow all of the university guidelines about costs and use of funds. It is your responsibility to read any relevant documents.
- You must include evidence that you were "invited" to present. This could be the acceptance letter of your submission. If not contained in this correspondence, please provide the title of the submission and the list of authors in order. You must be the first and presenting author to be eligible for funding. This must be uploaded on the finance site.
- You must also include a copy of some relevant part of the program that shows you were expected (e.g., relevant page(s) from the program or website) as well as a copy of the abstract either submitted or published. This must be uploaded on the finance site.
- After you have uploaded your receipts/additional documentation and have clicked "submit," the CN area coordinator will receive a copy of your submission and will approve your application. It then goes to an auditor in the finance office. If they reject it, the area coordinator will let you know what needs to be corrected (if it is known).

The maximum amount funded through the Graduate Research Award in Clinical Neuropsychology (formerly the Odette Fund) is \$500. Once an award is granted, in order to be eligible for another you must demonstrate that you have attempted to publish the study (i.e., your paper has received a "revise and resubmit" from a journal) for which you were funded in the previous application.