**eNSERC CREATE I3T Exchange Application**

# AWARD APPLICATION GUIDELINES

The NSERC CREATE I3T Program, on a competitive basis, will provide travel awards to partially offset the cost of research training exchanges. Priority will be given to trainees receiving NSERC CREATE I3T scholarship funding and those interested in coming to Calgary from partner academic institutions. At the end of their exchange, trainees will be required to provide a seminar to the CREATE I3T Program in the Advanced Imaging Seminar Series.

Applications will be accepted through out the year and awards provided until funding is exhausted in a given fiscal year (April-March). Individuals are encouraged to apply as soon as possible. Key details for submission are provided in these guidelines. If you have questions please email the CREATE I3T Program Manager at i3t@ucalgary.ca.

## Who is eligible for this award?

* Students currently in a PhD program enrolled in the Specialization/Concentration in Medical Imaging at either the University of Lethbridge or University of Calgary. Preference will be given to trainees receiving NSERC CREATE I3T scholarship funding.
* Students in graduate programs at other academic institutions. Preference will be given to individuals at partner academic institutions (see http://ucalgary.ca/i3t/International+Partners)
* In exceptional and well-justified cases, exchanges for fellows funded by the CREATE I3T Program may be considered

The NSERC CREATE I3T Program funding will provide funding for economy airfare (or equivalent) to a maximum of $2,000. An additional CREATE I3T Exchange Scholarship may be requested to help offset the cost of living at the exchange locale. The amount of this scholarship is limited to a maximum of $500 per month to a maximum of $2,000 per exchange. The need for the CREATE I3T Exchange Scholarship must be appropriately justified in the application.

Exchanges typically should be 2 to 4 months in duration. Longer exchanges will be considered, but will be judged on the merit of the exchange proposed. In all cases, an exchange should augment the students training experience and should not delay the expected academic completion date. The exchange should also benefit the CREATE I3T Program.

All students **must** be registered as full-time PhD students in a suitable graduate program at the Universities of Calgary or Lethbridge or a graduate program at another academic institution at time of receipt and for the duration of the award.

Applicants, their home and/or host institution (as applicable) are responsible for securing the necessary immigration documents. In most (if not all cases) these should be secured before beginning the exchange. Please consult with the nearest embassy of the host/exchange country.

## Guidelines for Application

* Your application and all supporting documents must be typed and completed using these forms.
* All supporting documents should comply with the following formatting standard: 12-point font, Times New Roman or Cambria, single-spaced with 2.5 cm borders). Each page must be identified with your name.
* You, your home graduate supervisor, and the host/exchange supervisor must **all** sign the application.
* Award application and supporting documents must be sent as a single PDF to i3t@ucalgary.ca.

# Applicants are responsible for making sure your application is complete. Applications will be considered through out each fiscal year (April-March).

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| Last Name**:**  | Legal Given Name(s): | Telephone:  | Gender: [ ]  Male [ ]  Female |
| E-Mail Address**:** | At the time of award application, I am:,A citizen of:     A resident of:     ***Note****: Applicants are responsible for securing appropriate immigration approvals from the host country to participate in an international exchange.* |

## Home University

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| Name of your Home University:      |
| Graduate Program | [ ]  MSc[ ]  PhD | [ ]  Full-time[ ]  Part-time*Note: Only full-time students are eligible for I3T awards* | [ ]  Thesis-based[ ]  Course-based*Note: only thesis-based students are eligible for I3T CREATE awards* | Start Date of Program (MM/YYYY)**/** |
| Graduate Program Supervisor**:**Supervisor E-Mail Address**:**  | Office/Laboratory Telephone:  |

## Host/Exchange University/Company

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| --- | --- |
| Name of the Host/Exchange Department/Program and University/Company     ,       | City and Country of Host/Exchange University/Company     ,       |
| Proposed Host/Exchange Supervisor:     Exchange Host/Supervisor Email Address:      | Proposed Exchange Dates (DD/MM/YYYY):  /  /     to   /  /     |

## Exchange Proposal

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| Attach a document outline the proposed exchange. In your proposal, ensure that you discuss:* An overview of the proposed exchange, include details of location, date, supervisor, *etc*.
* A detailed overview of the project.
* The proposed skills/knowledge to be acquired through the exchange.
* The relevance of the acquired skills to your research program
* The relationship of the exchange skills to the CREATE I3T Program initiatives. A clear description of benefits or alignment with the CREATE I3T Program is needed (refer to http://www.ucalgary.ca/i3t for program details).
* A proposed budget (attach a quote for travel). If required, include a justification for any requested Exchange Scholarship award.

The proposal should be 2 pages or less (excluding travel quotes) and comply with the following formatting parameters: 12-point font, Times New Roman or Cambria, single-spaced with 2.5 cm borders). Each page must be identified with the applicant name. |

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| This information is collected under the authority of the Freedom of Information and Protection of Privacy Act, the Taxation Act (Canada) and the Statistics Act (Canada) to determine your eligibility for graduate scholarship awards and awards. If you are or become a student at the University of Calgary, this information will form part of the student record. Please direct any questions about the use of this information to the NSERC CREATE Program Manager, Dr Dwayne Dickey, at 403 944 4336 or i3t@ucalgary.ca. |
| **By signing this application, we declare or acknowledge that:**1. We have answered all applicable questions and warrant that all information is true and complete.
2. Additional information may be requested pertaining specifically to my academic performance and enrolment status for the purpose of determining the applicant’s eligibility for an exchange award.
3. If an award is provided, we understand that we are required to follow exchange award requirements, which includes presenting the outcome of the exchange at the weekly CREATE I3T seminars. Furthermore, Calgary and Lethbridge-based supervisors are expected to help with program delivery.
4. If an award is provided, we will notify immediately the I3T CREATE Program Manager if the applicant changes their full-time student status or otherwise changes their student status.
5. In applying for an award, we recognize that pertinent information may be released to NSERC, other local, provincial and national funding bodies, relevant faculty and graduate program offices, and appropriate University of Calgary and/or Lethbridge administrative offices, including Communication Offices. Appropriate information may also be provided to exchange partners.
6. If we receive an award, the amount will be disclosed to the appropriate Financial Services Office prior to payment.
7. We understand that the information provided on this application may be used for research and statistical analysis.
8. If we receive an award, we consent to the publication of our names as an NSERC CREATE I3T award winner and we may be requested to provide a photograph for publicity of this award.
9. We agree that the applicant, home supervisor, and exchange/host supervisor are responsible for securing the necessary immigration documents. In most (if not all cases) these should be secured before beginning the exchange.
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| Name of Applicant (last name, first name):      ,        | Name of Home Graduate Supervisor       |
| Signature  |   /  /    Date (DD/MM/YYYY) | *Signature*  |   /  /    Date (DD/MM/YYYY) |

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| Name of Host/Exchange Supervisor*:*      |
| *Signature*  |   /  /    Date (DD/MM/YYYY) |