



CREATE Trainee Exchanges – Application for Travel Funding

CREATE Investigator/Supervising Professor Information

1. CREATE Investigator/Supervising Professor’s Name:
2. Department:

Student Information

3. Student Name:
4. Student’s Email Address (Official University Address Only):
5. Student Number:
6. Department:

Trip Itinerary

7. Destination (Country and City):
8. Institution affiliated with abroad (if applicable):
9. Date of Departure:
10. Date of Return:

Budget

11. Provide a budget including a list of estimated expenses related to the trip and justifications for expenditures. Please see the notes after the application form for examples of eligible and ineligible expenses.

Description of Expense	Amount	Optional Notes or Justification
Total		

Safety Abroad

12. Has the student completed a pre-departure orientation training offered by the Safety Abroad Office at the University of Toronto in the last 1.5 years?

If you would like to learn more about the NSERC CREATE Program in Environmentally Sustainable Aviation at UTIAS, please visit: <http://www.utias.utoronto.ca/sustainable-aviation>

For questions about this application, safety abroad procedures or the NSERC CREATE Program, please contact the program coordinator: sustainable.aviation@utias.utoronto.ca



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Trip Rationale

This section (Trip Rationale) will be directly inserted into the annual report to the external funding agency supporting the CREATE program, the Natural Sciences and Engineering Research Council (NSERC).

You can answer each question individually or write a general response.

- 13. Please explain the purpose of the trip.
- 14. If applicable, briefly explain how it aligns with the objectives of the CREATE Program:
 - a) Develop newly trained graduates with interdisciplinary technical skills required to design future generations of environmentally friendly aircraft.
 - b) Develop the graduates' professional skills that prepare them for industry.
 - c) Encourage lifelong learning beyond the program.
- 15. If applicable, please briefly explain how it develops any of the skills that NSERC has prioritized. Along with the brief explanation, you can check the boxes that apply below.

Indicate which of the following experiences the activity will provide to trainees	
a. Report writing and publication	<input type="checkbox"/>
b. Grant proposal writing	<input type="checkbox"/>
c. Communication and interpersonal skills	<input type="checkbox"/>
d. Critical and creative thinking	<input type="checkbox"/>
e. Personal effectiveness	<input type="checkbox"/>
f. Integrity/ethical conduct	<input type="checkbox"/>
g. Teaching competence	<input type="checkbox"/>
h. Research competence	<input type="checkbox"/>
i. Leadership	<input type="checkbox"/>

Indicate which of the following experiences the activity will provide to trainees	
j. Research and project management	<input type="checkbox"/>
k. Knowledge translation/transfer	<input type="checkbox"/>
l. Societal/civic responsibilities	<input type="checkbox"/>
m. Intellectual property issues	<input type="checkbox"/>
n. Entrepreneurship and business management	<input type="checkbox"/>
o. Multi-disciplinary research collaboration	<input type="checkbox"/>
p. Research collaboration with industry	<input type="checkbox"/>
q. Research collaboration with user sectors other than industry	<input type="checkbox"/>
r. International collaboration	<input type="checkbox"/>
s. Other (specify):	<input type="checkbox"/>

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CREATE Trainee Exchanges – Application Guidelines

Funding Available Annually:

The NSERC CREATE Program in Environmentally Sustainable Aviation aims to combine the world-class scientific and technical knowledge imparted through performing state-of-the-art research in the UTIAS labs with a broad understanding of the interactions between the various aspects of sustainable aviation and a set of professional skills that will enable the most effective application of this knowledge in the workplace. The CREATE Trainee Exchange Fund is available to any CREATE-funded Trainee to fund participation in national and international conferences, workshops or other events to increase the trainee's technical or professional exposure.

The total funding amount available to all CREATE Trainees is set annually based on NSERCs fiscal year as outlined below. If multiple applications are submitted, the funding may be divided among applicants to partially support each initiative at the discretion of the program organizers.

- April 1, 2014 – March 31, 2015: **\$10,000**
- April 1, 2015 – March 31, 2016: **\$12,500**
- April 1, 2016 – March 31, 2017: **\$12,500**
- April 1, 2017 – March 31, 2018: **\$12,500**

Application Deadline: May 1 and November 1

Applications are accepted twice annually on May 1 and November 1 of each year.

Missed the deadline? If an application deadline has passed, applications may be accepted on an on-going basis, but there are no guarantees that funding will be available. If a deadline has passed and you are interested in accessing the Trainee Exchange funds, please contact the program coordinator at sustainable.aviation@utias.utoronto.ca before completing the application to ensure funds are available.

For 2015 only, the first deadline is January 31st, 2015 followed by May 1 and November 1, 2015.

Submission Procedures: Submit completed applications to the sustainable aviation program coordinator via sustainable.aviation@utias.utoronto.ca

What happens after the application is submitted: The application is reviewed by the Scientific Committee that guides the day-to-day management of this CREATE Program. The Scientific Committee includes the Principal Investigator, Professor David Zingg, and two co-investigators.

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Expenses—Trainees

Eligible

According to the CREATE program guidelines, accommodation expenses of trainees for national and international exchanges must be paid from the 20-percent portion of the CREATE grant. More specifically:

- If the program involves institutions located in different cities, funds for the travel of trainees between locations;
- Travel and accommodation expenses of trainees for exchanges nationally among universities located in different cities, between universities and other sectors, or internationally;
- Air travel must be claimed at the lowest rate available and may not exceed full economy fare;
- Cost of land travel, not to exceed the equivalent of economy airfare;
- Travel cancellation insurance;
- Travel health insurance for trainees who do not receive any such benefits from their university or other sources;
- Safety-related expenses (for trainees) for fieldwork, such as protective gear, immunizations, etc;
- Entry visa fee (for trainees) when required for the purpose of research.

Ineligible

- Cost of clothing (i.e., T-shirts to promote the program);
- Reimbursement of health insurance coverage for international students;
- Field work expenses. However, travel expenses to get to field work would be eligible;
- Costs of awards/small prizes and monetary awards.

PRIVACY NOTICE

This is to inform you that NSERC requires CREATE grantees (i.e., the CREATE Leader) to collect certain personal information from trainees, team members (co-applicants and collaborators) and other individuals participating in the CREATE program. The purpose of gathering this information is to generate statistics that enables NSERC to report on the CREATE program's overall performance. Only information that is needed will be requested. The personal information that is collected, used and disclosed is in accordance with the federal Privacy Act will be shared with the CREATE program committee. The personal information may also be shared with contractors hired to conduct data analysis, surveys or interviews on NSERC's behalf.

The Privacy Act gives individuals the right to access their personal information and request changes to incorrect information. For more information or to access your personal information or notify us about incorrect information, contact NSERC at CREATE@nserc-crsng.gc.ca.

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