

The SPOT Alumni Travel Award

School of Physical and Occupational Therapy

Purpose of the Award

To recognize students from the graduating class in the professional Physical or Occupational Therapy Program who demonstrate outstanding commitment to their chosen profession.

The Travel Award was established in 2013 through a donation from the School of Physical and Occupational Therapy Alumni Fund. It is awarded to graduating Physical or Occupational Therapy students by the School of Physical and Occupational Therapy to support expenses related to presenting their research as well as representing McGill University and their profession at a provincial, national or international professional congress/conference (e.g. OPPQ, CPA, OEQ, CAOT). Other conferences will be considered if approved by the Chair of the Awards Committee.

Eligibility

- Students who completed their professional Physical or Occupational Therapy Degree in the fall previous to the award application (e.g. completed in fall 2020 for a February 28, 2021 application).
- Students who are authors of poster or podium presentations at the targeted conference.

Evaluation criteria

The selection of one or more students is based on the quality of their research as presented in their abstract, and a letter of support from their research supervisor.

Value of the Awards

Each year, a sum of up to \$3000 (\$1500 for each program) will be available for the School's professional programs in Physical or Occupational Therapy.

Eligible expenses

This award is to cover conference/congress expenses including registration fees, travel and lodging. The conference/congress must occur between April 1st of the year of application for the award and March 31st of the following year.

Responsibilities

Awardees will be expected to acknowledge the support of the School of Physical and Occupational Therapy Alumni Fund when presenting their work.

Required Documents

a) Each application must include:

1. A completed and signed Application form (forms that are incomplete will not be considered).
2. Abstract accepted/submitted for the conference
3. A letter of Support from the research project supervisor
4. Curriculum vitae of the applicant (should include a list of awards received, any presentations and publications).

b) Electronic submission of the application materials is to be sent to the Chair of the Awards Committee through the student's McGill email by 16h00 on February 28th. Applications that are incomplete will not be considered.

Review Process

- Applications will be reviewed by the Awards Committee, and members from the Faculty if needed.
- All applicants will receive notification from the Chair of the Awards Committee once the selection process is complete.
- The awards will be presented at the reception held prior to convocation each year.

Payment of the Award

The award is paid as a reimbursement (no requests for advances will be considered) of travel expenses in accordance with McGill's Reimbursement of Expenses Policy. An expense report with original receipts (no photocopies will be accepted) must be presented within 1 month of the final date of the conference/congress to the financial officer of the School of Physical and Occupational Therapy. Students can make arrangements by contacting the Financial Officer.

APPLICATION FORM

Name _____
Address _____
Telephone _____ Email _____

DESCRIPTION OF CONFERENCE/CONGRESS

Name of annual conference/congress for which the award is sought:
Location of annual conference/congress (City/Country):
Date of the annual conference/congress (From – To):
Detailed breakdown of estimated costs and the amount being sought:

Date _____ Student's Signature _____

Send by February 28th to the Chair of the Awards Committee at awards-committee.spot@mcgill.ca.