**Centre of Research Expertise for the Prevention of Musculoskeletal Disorders**

**(CRE-MSD)**

**Highly Qualified Personnel (HQP) Travel Awards**

April 2024

**CRE-MSD HQP Travel Awards**

In order to increase visibility of the Centre and provide support for the affiliated researchers who are a vital part of CRE-MSD, support is available for highly qualified personnel (HQP) working on projects under CRE-MSD researchers for travel to selected conferences such as the annual Association for Canadian Ergonomists conference; the annual Ontario Biomechanics Conference; the Canadian Association for Research on Work and Health conference; Conference on Prevention of Work-Related Musculoskeletal Disorders, or other approved events.

Questions regarding eligibility or the application procedures should be directed to Betina Butler at bbutler@uwaterloo.ca.

**Eligibility:**

All researchers who have been an applicant or co-applicant on a successful CRE-MSD funded project are eligible to sponsor HQP applications for funding. HQP are defined based on terminology from Canada’s tri-council of funding agencies and refers to people with highly marketable skills, including undergraduate and graduate students, as well as post-doctoral fellows.

**Awards:**

There are currently **15 awards** available to HQP **presenting work** at a conference related to musculoskeletal disorders, with a maximum value of **$200 each**.

**Application Process:**

Students need to submit their abstract, a letter of support from their CRE-MSD research advisor and the completed attached application form with the one-page description of the project. The application must also include a proposed budget breakdown of conference expenses that can include travel, lodging, registration and food. Please Submit completed application packages to Betina Butler at bbutler@uwaterloo.ca.

**Funding Priorities:**

Submissions that meet the listed criteria will be given funding priority by the CRE-MSD evaluation committee. The following criteria are used for evaluation purposes and applicants are not required to meet all conditions.

1. Abstracts that are based on work funded through CRE-MSD seed grants
2. Preference will be given to less senior HQP to encourage involvement in musculoskeletal injury prevention research
3. Applicants who have not received a previous travel award from CRE-MSD
4. Applicants from more remote locations whose expenses to attend the meeting would otherwise be prohibitive
5. Applicants working with Network Researchers (see the CRE-MSD website for a current list of researchers)
6. Multiple applicants from the same project or research group will be considered, however preference will be given to distribute funding to all projects submitting applications.

**CRE-MSD’s Expectations:**

Travel expense forms can be submitted with required ORIGINAL receipts following the conference to a maximum value of $200. Awardees are expected to acknowledge the sponsorship of CRE-MSD during their presentation by displaying the CRE-MSD logo (the CRE-MSD logo can be obtained from Betina Butler). CRE-MSD may also place the abstracts of successful awardees on the CRE-MSD website.

CRE-MSD Student Travel Award

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Level of Education: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

With this form, please submit a one-page document outlining the following:

* Describe in detail why the study was conducted (i.e., the rationale)
* Elaborate on the significance of your results with respect to the prevention of musculoskeletal disorders
* A copy of the abstract submitted to the conference committee
* A proposed budget of expected expenses

**NOTE:**

To have your application for the CRE-MSD student travel award considered, your advisor MUST provide a letter of support, which needs to include a short discussion of the specific contribution(s) of the student to this study.