

# *Special Training Opportunities Fund*

## Terms of Reference

### **Overview**

The Special Training Opportunities Fund (STOF) provides funding to McCaig Institute trainees and HQP to pursue experiences related to their academic goals and professional development. The STOF will support 75% of the proposed costs, the remaining 25% must be secured with other funds (e.g., supervisor, graduate program, etc.) Funding will be up to a maximum of \$3,000, and special requests for extraordinary opportunities beyond this may be funded with extraordinary justification.

### **Procedure**

Applicants must present a written case for the value of the training opportunity particularly how it will further their research or career goals and how the learnings will be shared for the benefit of others in the Institute. Applications are reviewed on a rolling basis until the funds are depleted and will be judged by at least three voting members the McCaig Education Committee. When approved, funds will be provided as a reimbursement of expenses.

### **Eligibility**

1.1 Graduate students or HQP whose primary supervisor is a McCaig Institute member.

### **Application Requirements**

1. Applicants must submit the following:

- A short (~250 words) summary to the McCaig Education Committee Chair ([mccaig@ucalgary.ca](mailto:mccaig@ucalgary.ca)) explaining how the proposed opportunity will elevate the applicant's training experience, support their research or professional goals and how it aligns with the McCaig Institute's education and training mandate. A timeline and deliverables/outcomes gained should be highlighted. The document should contain: your full name, the submission date of the summary, and the date of the experience.
- A budget and supporting documentation detailing estimated costs. In order for expenses to be reimbursed, receipts and supporting documentation will be required.
- Attestation (e.g., letter) indicating that additional funding sources have been secured.

### **Obligations of Award Holders**

1. After completion of the project, graduate students and HQPs must submit a one page report to the McCaig Education Committee suitable for inclusion in McCaig Institute communications ([mccaig@ucalgary.ca](mailto:mccaig@ucalgary.ca)). Award holders must also deliver a brief oral presentation (e.g., seminar series, open house, lunch and learn, etc.) describing what the awardee learned and how it was beneficial to their research or career. Ordinarily, both the report and presentation are due within 90 days of completing the proposed training experience.