

TERMS OF REFERENCE: ALS CANADA TRAVEL AWARD PROGRAM

- ALS Canada will provide \$1000 travel awards to Canadian investigators to attend and present at one of the following conferences; the annual ALS/MND International Symposium, the NEALS annual meeting, the ENCALS meeting, the ALS Gordon Research Conference, or the TRICALS Masterclass.
- Travel awards will be given on a first-come, first serve basis by e-mailing the ALS Canada Research Team (research@als.ca). Awards are not secured, however, until proof of registration is presented to the ALS Canada Research Team.
- Awards not claimed within the two-week post-meeting window are subject to repurposing for another recipient.
- Excess budgeted travel awards will not be used for non-presenting Canadian researchers attending the symposium and will not be allocated to increase award amounts above \$1000.
- Presentations may be oral or poster (proof of acceptance to present may be requested).
- One travel award may be requested per lab or clinic, per year, by the principal investigator or clinic head. Exceptions will be decided on a case-by-case basis if funds remain.
- Awards may serve to support any presenting member of a lab or clinic including clinic staff.
- Receipts totalling at least \$1000 must be submitted to the ALS Canada Research Team (research@als.ca) within two weeks of the end of the meeting. Travel, accommodation, registration costs are recommended.
- Proof of attendance must be included unless validated via an ALS Canada Research Team member.
- An address to send the reimbursement cheque or information to complete an electronic funds transfer must accompany receipts.
- For trainees, supervisors must be cc'd on each exchange to ensure funds are not pulled from ALS Canada and lab/clinic resources.
- Any reimbursement not claimed within the two-week post-meeting window is subject to repurposing for another recipient.