CALL FOR PROPOSALS

McMaster Institute for Research on Aging

**Graduate Student Professional Development Award**

The McMaster Institute for Research on Aging (MIRA) will fund up to 10 graduate student professional development awards per year for up to $500 each for students working with MIRA researchers. These awards are for students who have recently presented or are planning to present their work at an academic conference (virtual or in-person), attend a training program (virtual or in person), complete an online course at a different institution, or participate in research activities in another location.

Professional development awards are tenable for up to one year after the application deadline. MIRA will also accept applications for professional development activities that occurred up to three months prior to the deadline. The professional development opportunity must relate to research on aging. Successful applicants must submit expense receipts following their approved activities to be reimbursed for the value of the award. Students are asked to advise MIRA, by email to [mirafund@mcmaster.ca](mailto:mirafund@mcmaster.ca), of cancellations or changes related to MIRA-supported professional development activities.

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| **Eligibility requirements** |
| * The student must be supervised by a member of MIRA * Students are eligible for only one MIRA Graduate Professional Development Award per 12-month period, from the application deadline * There must be a 1:1 match for the requested funds by the supervisor and/or other sources demonstrated in the application * The professional development activity must be connected to the student’s aging related research |
| **Expectations and deliverables** |
| * MIRA’s contribution must be acknowledged in any presentations resulting from the award * Award recipients will be expected to present a poster at the annual MIRA Labarge Research Showcase and may be asked to participate in dialogues, workshops or presentations as opportunities arise * These funds are not intended to replace sources of funding already available through grants or University/Faculty/Department sources |
| **Submission and selection process** |
| **Spring Deadline:** March 15, 2024, 4:00 p.m.  **Fall Deadline:** September 15, 2024, 4:00 p.m.  Winners are expected to be announced within one month of the deadline. Reviews will be based on academic performance, quality of abstract, anticipated or demonstrated value of professional development to the student, and demonstrated need for funds. All submissions must be sent by email to [mirafund@mcmaster.ca](mailto:mirafund@mcmaster.ca) and must include “Graduate Student Professional Development Award” in the subject line.  Funds will be reimbursed following the completion of professional development activities and upon submission of receipts for up to $500 CAD in professional development activities expenses. |
| **Required Documents:**  Documents must be submitted **in one PDF file** in the order listed below: |
| 1. MIRA Graduate Professional Development Award application form 2. A copy of the conference abstract, if applicable (accepted or submitted), OR course/activity description, OR presentations resulting from professional development activities occurring in the three-month period prior to the award deadline 3. Applicant’s curriculum vitae 4. Applicant’s unofficial transcript(s) |

For further information, please email [mirafund@mcmaster.ca](mailto:mirafund@mcmaster.ca)

APPLICATION FORM

McMaster Institute for Research on Aging

**Graduate Student Professional Development Award**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME: |  | | | DEGREE PROGRAM: | |  |
| EMAIL: |  | | | TELEPHONE NO.: | |  |
| FACULTY: |  | | | DEPARTMENT: | |  |
|  | | | | | | |
| CURRENT DEGREE LEVEL | | PhD  Master’s | | | | |
| YEAR IN PROGRAM: | | 1  2  3  4  5 | | | | |
|  | | | | | | |
| PROFESSIONAL DEVELOPMENT ACTIVITY: | | Present work at an academic conference | | | Participate in research at another location | |
| Participate in a training program/workshop | | | Complete an on-line course | |
| Other, please describe: |  | | | |
|  | | | | | | |
| NAME OF MEETING / CONFERENCE / WORKSHOP / SYMPOSIUM / COURSE/OTHER ACTIVITY: | | | | | | |
|  | | | | | | |
|  | | | | | | |
| LOCATION (Physical) or LINK (Virtual) | |  | | | | |
|  | | | | | | |
| DATES OF ACTIVITY: | |  | | | | |

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| In the space below, provide a rationale for the professional development activity, and its relevance to the graduate project as well as the anticipated or demonstrated benefits of the activity.  Maximum 500 words. |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Budget** | | | | | |
| Detail all estimated/actual expenses and include supporting documentation or indicate N/A if not applicable. | | | | | |
|  | | **Have you provided supporting documentation?** | | | **Amount** |
| Registration (conference) | |  | | |  |
| Travel costs, if applicable (transportation, accommodations (provide details): | |  | | |  |
| Food (if not included in registration and/or accommodation) | |  | | |  |
| Tuition fee (course) | |  | | |  |
| Other – Miscellaneous (provide details): | |  | | |  |
|  | | | | **Total** |  |
|  | | | | |  |
| **How much funding are you requesting from MIRA?**  Up to a maximum of $500 CAD | | | | **Total** |  |
|  | | | | |  |
| **How much funding have you requested from other sources?**  Please list all sources ofconfirmed/unconfirmed funding and include supporting documentation. **Note that a 1:1 match is required.** | | | | | |
|  | **Requested** | | **Confirmed** | | **Amount** |
| Supervisor |  | |  | |  |
| Other - Please list | | | | | |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  | | | **Total** | |  |

|  |  |  |
| --- | --- | --- |
| I (supervisor) am a member of MIRA or agree to become a MIRA member. I support this student’s application for funding from MIRA and agree that it is relevant to the student’s academic and/or professional development in the field of aging research. | | |
|  |  | |
| (Please type Supervisor name) | | |
|  |  |  |
| (Supervisor signature) |  | (Date) |
|  |  |  |
| (Student signature) |  | (Date) |

For further information, please email [mirafund@mcmaster.ca](mailto:mirafund@mcmaster.ca)