

Research Finance Compliance Samples: Affiliation, Trip Purpose and Conference Prospectus

Affiliation of the Claimant to the Research Project

(Required on all research travel claims where the traveler is not the PI)

- Grad Student
- Research Assistant / Associate
- Collaborator
- Project Manager
- Visiting Researcher
- Guest Speaker
- PDF
- Other

Trip Purpose

(Required on all travel claims)

There should not be a need to read a grant application or conference prospectus to confirm that a trip is related to the research; the purpose should contain this information. The purpose should state the circumstance for the trip and provide the reason(s) why the trip was necessary for the research funded by the grant. Example: *To attend the research conference on xxxx (the circumstance) which is relevant to my grant funded research on xxxx because (the reason)*

Example: Attended a conference which discussed molecular biology which is related to my grant because I am hoping to apply the transcriptomics theory presented to my lab experiments.

Example: Fieldwork in the Red River watershed; collected water samples to be used in my NSERC "Name" research where I am analyzing the impact of local mining projects on sediment quantity.

Example: Archival work at the Royal Institute of Archaeology; reviewed bone specimens for evidence of decay directly related to my research grant.

Example: Collaboration at the University of <<name>> with Prof. <<name>>; comparison of research findings related to transcriptomics theory which is directly related to my research grant.

Conference Prospectus

(Required for research claims where any costs related to a conference are being claimed)

- Prospectuses are required because they demonstrate that:
 - The conference is related to the research being conducted
 - The travel dates align with the conference dates
 - Meals are not double-counted (i.e. unjustified meals are not claimed when included in the conference)
- The daily agenda is required; discretion can be used when printing the complete document is not practical¹

¹ part of the daily agenda should be printed; consider printing double sided and/or multiple sheets per page; please note that the entire document was not printed in cases where it would not be practical to do so