

Otolaryngology Travel Award for Graduate Students (OTAGS)

Objectives

OTAGS promotes excellence in research in Otolaryngology – Head and Neck Surgery by providing travel awards for outstanding graduate students at either the Master's or doctoral levels.

Eligibility

The applicant:

- must be primarily or jointly supervised by a faculty member in the Department of Otolaryngology – Head and Neck Surgery. **Note:** Joint supervision is defined by Western's School of Graduate and Postdoctoral Studies at http://grad.uwo.ca/current_students/regulations/11.html;
- must be first author on the presentation and on the publication to be submitted;
- may only be awarded one OTAGS per academic year (July-June)

The presentation:

- must be of direct relevance to Otolaryngology – Head and Neck Surgery;
- must not have been previously presented at a peer-reviewed conference;
- should contain final study results and be within 4 months of manuscript submission

The supervisor/sponsor:

- must be a primary faculty member in the Department of Otolaryngology – Head and Neck Surgery;
- must be the senior or co-senior author on presentation and manuscript
- may only be awarded two OTAGS per academic year (July-June)
- must be judicious if there are collaborative projects between residents and graduate students. The department will only fund a single applicant per project, therefore the supervisor can apply for either an OTAGS **or** a resident travel award.

Both thesis-based Master's students and PhD students will be considered.

Award Amount

- up to \$1500 total as reimbursement for incurred expenses
- eligible expenses include conference registration, flight (economy fare), hotel (maximum \$200/night for 2 nights), and poster printing
- taxi and meal receipts are not eligible for reimbursement under OTAGS, but students are encouraged to apply for supplemental funding from Western and their home departments
- receipts should be submitted within 6 weeks of the conference – these will be processed by the Otolaryngology – Head & Neck Surgery department and a reimbursement cheque will be issued

- **a manuscript submission number must be submitted before the reimbursement cheque will be released to the applicant. Manuscript acceptance is not required. Any extensions must be requested in writing from the Research Director.

Application Procedure

- The student and/or supervisor must send an application package consisting of:
 - Nomination letter from supervisor
 - Abstract submitted to the conference
 - Conference acceptance letter (if available) – students may submit applications prior to acceptance in order to meet the application deadlines
 - An estimated budget for the conference
- The application should be sent as one PDF file to the Research Director at sumit.agrawal@lhsc.on.ca and the Manager, Administration & Finance at ann.jones@lhsc.on.ca.

Availability of Awards

- *Four* awards are available in total per academic year
- The availability is solely at the discretion of the Department of Otolaryngology – Head & Neck Surgery
- The awards are merit-based and will be awarded on a first come first serve basis. Students are encouraged to apply as soon as possible in the academic year.
- If suitable applications are not received, available OTAGS may not be awarded
- Preference will be given to applicants who have not previously held an OTAGS and who are not currently receiving an Otolaryngology Graduate Research Stipend (OGReS)

Application Deadline

- The research committee will meet in September, January, and May to review applications
- Applications must be received and reviewed *prior* to attending the conference
- The research committee will aim to provide results 2-3 weeks following the research committee meeting