

Knowledge Exchange Short-Term Placement Application

KE Short-Term Placement Award

BioHubNet provides a Mobility Award of up to **\$2,500 CAD** (\$1,000 CAD for travel, \$1,500 CAD for accommodation) to support up to 1-month, short-term placements within Canada's biomanufacturing sector.

Eligibility

To be eligible for the Knowledge Exchange Short-Term Placement, applicants must be **currently enrolled** at one of [BioHubNet Partner Institutions](#). Applicants must be **relocating** or **travelling >2 hours** to reach the training location. Placements may be domestic or international but must be **inter-institutional**.

Applicant Information

Full Name

Email

Phone Number

Home Institution

Indicate your **currently enrolled** academic institution

Current Position

☐ Master's Student

☐ PhD Student

☐ Postdoctoral Fellow

☐ Research Associate

☐ Lab Technician

Academic Institution

Principal Investigator(s) / Supervisor(s)

Email

Faculty / Department / Program

Host Institution

Indicate the institution where the training will take place.

Host Institution

Host Principal Investigator

Email

Faculty / Department / Program

Placement Details

Accommodation Address (if known)

Placement Type

☐ Within Canada

☐ International

Proposed start and end date (YYYY/MM/DD)

From _____ to _____

Amount of Funding

☐ Accommodation Award: \$ _____ CAD

☐ Travel Award: \$ _____ CAD **Total Amount Requested: \$ _____ CAD**

Project Details	
Project Title	
Project Type ☐ Cross-disciplinary Collaboration ☐ New Skills Development	
Project Summary (<i>max. 50 words</i>)	
Your Current Research and Training Gap (<i>max. 150 words</i>)	
Proposed Training Activities and Anticipated Impact on Your Research (<i>max. 300 words</i>)	
How Will This Placement Contribute to Advancement in Biomanufacturing? (<i>max. 300 words</i>)	

International Placement Only

Provide a justification for why the placement must occur internationally and training opportunities are not readily available in Canada (*max. 150 words*)

Describe how the acquired knowledge and skills will be transferred back to your home institution or research group (*max. 150 words*)

Proposed Expenditure Provide details of proposed expenditures. Enter amounts rounded up to the nearest dollar.	
Accommodation Must be a reasonable form of accommodation. Please state the duration and the amount of stay. Arrangements must be pre-approved prior to travel. Maximum amount \$1,500	Amount (\$)
TOTAL	\$
Travel Indicate itemized travel support requested. Travel costs to and from the relocation destination. Eligible costs include airfare, rail, rideshare, taxi, vehicle rental, and mileage. Maximum amount \$1,000	Amount (\$)
TOTAL	\$
Signature By signing below, you acknowledge that the information provided in this form is accurate and that you will provide receipts and supporting documentation for all travel and housing expenditures following the EXPERIENCE placement.	
Applicant X _____ Print Name: _____ Date (YYYY/MM/DD): _____	
Home Supervisor X _____ Print Name: _____ Date (YYYY/MM/DD): _____	Host Supervisor X _____ Print Name: _____ Date (YYYY/MM/DD): _____

APPENDIX A. SUPPORTING DOCUMENTS

1. Letter of Support from Home Supervisor

A letter from your current research supervisor confirming their support for your training placement. The letter should explain how this placement will enhance the skills of the trainee.

2. Letter of Invitation from Host Supervisor

A letter from your potential host supervisor confirming their support for your training placement. The letter should outline the resources available to you (e.g., financial contributions, supervision time, equipment access, and other relevant support) to enable the planned training activities.

FINAL SUBMISSION CHECKLIST

- ☐ EXPERIENCE Knowledge Exchange Short-Term Placement Application
- ☐ Letter of Support from Home Supervisor
- ☐ Letter of Invitation from Host PI

INSTRUCTIONS

Submit the application form and all supporting materials as a single, **combined PDF** document via email to EXPERIENCE@biohubnet.ca. PDF documents should follow the naming convention:

EXCHANGE_ST_First name_Last Name.PDF

Include "**Knowledge Exchange Application**" in your email subject line when submitting your application.