

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 one-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 must be **inter-institutional** and take place **within Canada**.

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)

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 <input type="checkbox"/> Cross-disciplinary Collaboration <input type="checkbox"/> 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>)	

Proposed Expenditure	
Provide details of proposed expenditures. Enter amounts rounded up to the nearest dollar.	
Accommodation	Amount (\$)
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	
TOTAL	\$
Travel	Amount (\$)
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	
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	Host Supervisor
X _____	X _____
Print Name:	Print Name:
Date (YYYY/MM/DD):	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.