Knowledge Exchange Short-Term Placement Application

KE Short-Term Placement Award

BioHubNet provides a Mobility Award of up to **$4,000 CAD** (**$2,000 CAD** for travel, **$2,000 CAD** for accommodation) to support up to 1-month, short-term placements within Canada's biomanufacturing sector. Please note that travel and accommodation funding are separate categories and cannot be combined.

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

Placement Type	Proposed start and end date (YYYY/MM/DD)
☐ Within Canada ☐ International	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 (*max. 50 words*)
Your Current Research and Training Gap (*max. 150 words*)
Proposed Training Activities and Anticipated Impact on Your Research (*max. 300 words*)
How Will This Placement Contribute to Advancement in Biomanufacturing? (*max. 300 words*)

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 Accommodation

Please note that the standard accommodation arrangement is a single bedroom with a private bathroom. Must be a reasonable form of accommodation. Arrangements must be pre-approved prior to travel. Funding is available for up to 31 days of accommodation, to a maximum of $2,000. Enter amounts rounded up to the nearest dollar.

Proposed accommodation source or listing

URL: _____ Estimated cost **$**_____

Accommodation Type	**Accommodation Details**
Select your proposed accommodation type: ☐ Airbnb ☐ Hotel ☐ Family/Friend accommodation ☐ Sublease ☐ Other: _____	Check-in (YYYY/MM/DD): _____ Check-out (YYYY/MM/DD): _____ Number of nights requested: _____nights Address of accommodation: _____

Supporting Documents

Select the supporting document(s) you will provide:

☐ Airbnb/Hotel booking confirmation, reservation or quote
☐ Request for accommodation allowance when staying with family or friends
Relationship to host: _____
☐ Sublease Agreement

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 $2,000	**Amount ($)**
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	Host Supervisor
x_____ Print Name: Date (YYYY/MM/DD):	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
- ☐ Supporting document(s) for Accommodation
- ☐ Letter of Support from Home Supervisor
- ☐ Letter of Invitation from Host PI
- ☐ (International Placement Only) Attestation Form

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.