



# Student Research Travel Program Application Guideline

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## Who We Are

The Offshore Energy Research Association of Nova Scotia (OERA) is an independent, not-for-profit contract research organization that was established in 2006 to support offshore geoscience, environmental and marine renewable energy research and development. Its mission is to lead energy research that enables the sustainable development of Nova Scotia's offshore energy resources through strategic partnerships with academia, government and industry. OERA's purpose is to reduce the risks related to investments in Nova Scotia's offshore energy resources through the provision of a range of research initiatives.

## The Program

The objective of the OERA Student Research Travel program is to cultivate collaborations between Nova Scotia student researchers and international research facilities or laboratories that will contribute to advancing the offshore energy sector here in Nova Scotia and in building research capacity for the province.

The program is open to **full-time senior honours and graduate students\*** attending a Nova Scotia university or the Nova Scotia Community College (NSCC), whom are conducting research in marine renewables, marine geosciences or seismic & marine sound.

The program has been designed to support student travel to/from relevant field schools, relevant courses and other learning opportunities as approved by OERA management. Workshops, conferences and other types of meetings are not eligible under this program.

Successful applicants can receive only one travel award per funding round.

You must be registered as a full-time student at both the time of application and planned travel period.

\*Funding for post-doctoral fellows may be considered on a case by case basis. For further information on eligibility of post doc travel, please contact Nalani Perry, Operations Manager at [nperry@oera.ca](mailto:nperry@oera.ca) before submitting an application.

Applications will be reviewed by OERA management with a decision made and communicated within five (5) days of the deadline.



## Funding

OERA will fund successful applications to a maximum amount of CAD \$5,000 (inclusive of HST) per student, noting that the actual funding amount is dependent on the travel destination and estimated expenses.

OERA will not consider applications for travel excursions that have already occurred.

Cash advances will not be provided prior to travel.

## Eligible Expenditures

Eligible expenditures include return economy airfare/rail/mileage/bus, modest accommodations, per diem meals and per diem incidentals. Please see the OERA Travel Policy (below) for more information.

Students to be reimbursed for their expenses must submit original receipts, other supporting documents and the OERA reimbursement form, within 45 days of the last day of travel. After 45 days, full reimbursement may be placed under review.

## How to Apply – the Application Process

Interested applicants must complete the *Student Research Travel Program Application Form* (available for download from the OERA website). Please review the application and eligibility details for specific travel award requirements.

Application due dates: Two calls will take place annually; one for travel taking place between November 1 – February 28 (applications due last business day in October) and the other for travel taking place between March 1 – October 31 (application due last business day of February). OERA will not consider applications for travel excursions that have already occurred.

## Application & Supporting Documents

The application form will require the following information and supporting documents:

1. Rationale for travel
2. Full description and address of the host facility or laboratory visited
  - a. Uniqueness of the facility/laboratory or opportunity (300 word maximum)
  - b. Opportunity for future collaboration (300 word maximum)

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- c. Support provided by the host institution and/or researcher (e.g. in-kind and monetary funding as well as additional funding for extended stay, equipment, etc.)
  3. Benefit of the proposed travel to the applicant (300 word maximum)
  4. Benefit of the travel to OERA and Nova Scotia (300 word maximum)
  5. Expected specific deliverable(s) from the trip (300 word maximum)
  6. Budget details (please see eligible expenditures)
  7. Applicant's biography (300 word maximum; noting that full resumes or CV's cannot be accepted in lieu of)
  8. Host researcher's biography (300 word maximum; full resumes or CVs cannot be accepted in lieu of).

Upon their return, students will be responsible for submitting to OERA, a brief report summarizing the benefits and outcomes of the travel along with the expense reimbursement form with all receipts and all eligible expenses. A template report form can be found on the OERA website.

## **Application Review**

Applications will be evaluated based on:

- Proposed research objectives
- Suitability of host researcher to meet research objectives
- Uniqueness of the host facility or laboratory
- Potential to establish long term collaboration(s)
- Relevance of the research to Nova Scotia's offshore energy industry

## **OERA Travel Policy**

All travel plans must be outlined in the application form. OERA may require a summary or rationale for the travel and agendas prior to approval.

### **1. Air/Rail/Mileage/Bus Travel**

The student agrees to use reduced travel costs through all means possible. The standard OERA policy for travel is economy class.

### **2. Receipts**

Receipts are required regardless of amount for air/rail transportation, lodging expenses and car rentals, taxis, parking, tolls.

### **3. Meals – Per Diem Amounts**

The approved per diem rate for meals depends on the country of travel: Canada - \$40,



Europe - €40, the United Kingdom - £40, and USA - \$40 US. Please confer with OERA regarding per diem rates for other destinations.

#### 4. Ineligible Expenses

- Alcoholic beverages;
- Meals over the per diem rate;
- Entertainment –movies, concerts, museums, etc.;
- Payment of fines for traffic violations;
- Damage to vehicles;
- Lost or stolen articles;
- Laundry, dry cleaning services;
- Credit card costs including finance charges and usage fees; and
- Cell phone fees and charges.

## Frequently Asked Questions

- **I missed the application deadline. Are late applications accepted?**  
Applications must be submitted by the deadlines specified. Late applications will not be considered as we start assessing applications right away with the goal of completing the assessment process in a timely manner. If you missed the deadline, you are encouraged to apply to the next round.
- **I applied and was approved for funding during the first round for the year. Can I apply again in the next round?**  
Students can receive only one award per funding round (i.e. undergraduate, graduate or post-doctorate). If you received funding during one round, your application will not be considered in the next round.
- **I applied but my application was not successful. Can I apply again in the next round? What options do I have?**  
If your application was not successful, you are encouraged to apply again in the next round or subsequent rounds, depending on appropriate travel plans. Students are encouraged to pursue other sources of funding as well.
- **How will I know whether or not my application was successful?**  
All applicants will be notified by email with a decision within five days following the application deadline.