

CAPhO Conference Travel Grant

The Canadian Association of Pharmacy in Oncology (CAPhO) holds an Annual Conference at various locations throughout Canada. CAPhO members may apply for a travel grant. There are two (2) \$2,000 grants available every year to help cover expenses. There is one grant dedicated to pharmacists and one dedicated to technicians or pharmacy assistants.

Eligible candidates

Candidates must be CAPhO members who have paid their annual dues prior to February 1st of the application year. Candidates must be planning on attending the entire conference. Preference will be given to applicants who have an accepted abstract for presentation at the conference. Please note that members can only receive this award once.

Call for applications

The call for application will be posted on the CAPhO website 2-3 months prior to the conference because the timing varies with every conference. It will be also included in the CAPhO E-newsletter and sent as an announcement to members. The deadline for application will be announced at the same time.

How to apply

The applicant should submit the application through the [online Awards and Travel Grants Application site](#). Applicants will be asked to upload a one-page letter indicating why they wish to attend this conference, and how they or their practice will hope to benefit. This letter should include all contact details. If applicable, it should also include the accepted abstract and letter of acceptance from CAPhO.

Selection of candidates

Once the deadline for application has passed, all of the applications are reviewed by the Awards Committee and a successful applicant is chosen based on the criteria in this description as well as the content of the application letter.

Eligible expenses

Eligible expenses are conference registration fees, economy airfare, accommodation at the conference hotel at the negotiated conference rate plus taxes to a maximum of 3 nights, ground transportation and meals to a maximum of \$50/day for 3 days.

It is CAPhO's expectation that the recipient is attending the full conference. If for any reason the recipient cannot attend the full conference once the grant has been accepted, the grant offer will be rescinded.

Responsibilities of recipient

Within one month of attending the conference the recipient must submit, via email to info @ capho.org, a one-page summary of what they learned at the conference and how they will enhance their pharmacy practice as a result. This summary will be included in the CAPhO E-newsletter and the recipient will be announced at the CAPhO conference. The recipient is invited to complete a short shift at the CAPhO booth in order to promote the CAPhO Awards and Grants Program.

Reimbursement

Once the written summary has been received by Sea to Sky for processing, the recipient will be reimbursed based on original receipts including proof of full conference attendance to a maximum of \$2,000. If less than \$2,000 is spent, the recipient will only receive their total expenses.