

MNT Financial Assistance for Microfabrication and Related Travel Expenses

Eligibility Criteria:

To be eligible to receive financial assistance for microfabrication and related travel you must:

- Be a graduate student at a Canadian University and registered with CMC
- Hold a valid WHMIS Certificate
- Have no outstanding Fabrication or Test Reports with CMC
- Agree to the Terms below

About the Financial Assistance Program:

- This is a competitive program and applications are peer reviewed against CMC's [Effectiveness Criteria](#)
- Microfabrication Awards will be for 80% of the MNT fabrication costs up to a maximum of \$2,000
- A voucher will be provided by CMC confirming the Microfabrication Award (value and duration)
- Travel Awards will be for travel costs, accommodation and meals expenses up to a maximum of \$1,500 (based on expenses) for those travelling more than 100km to the facility. Distance exceptions may be made for specific cases.

Terms:

- Financial Assistance will be awarded for custom microfabrication conducted at Canadian university-based facilities only (see <http://mntportal.cmc.ca> for some useful links)
- The fabrication and related travel must occur within three months of the award (vouchers are valid for only three months)
- Awardees must:
 - Ensure the voucher is signed and dated by the lab manager of the facility as proof that the named student conducted microfabrication at the facility within the award period
 - Submit a [Fabrication Report](#) within three months of completing the work
 - Acknowledge CMC in any related publications. (For more information about the reasons for this acknowledgement, and for templates with suggested text, please see the webpage: https://www1.cmc.ca/clients/acknowledge_cmc.php)
- For the Travel Award component CMC will compensate researchers for all reasonable and approved expenses, reference the CMC travel procedures on the [Travel Expense Form](#). Awardees wishing to drive more than 500km should first seek approval from CMC.
- The MNT financial assistance is not transferrable and must be used only by the awardee and for the fabrication noted in the application

Financial Assistance Payments:

- The Microfabrication Award component will be deposited into a research account only. The student's supervisor must provide the relevant account information to Keri McDonald: mcdonald@cmc.ca
- For the Travel Award component :
 - All claims must be submitted to CMC Microsystems within fifteen (15) calendar days of the return from the MNT Fabrication Facility using the [Travel Expense Form](#).
 - Original receipts, e.g., the detailed restaurant bill and not the credit card payment slip, are required
 - Forms should be submitted to:
Keri McDonald, CMC Microsystems
945 Princess Street, Building 50
Innovation Park at Queen's University
Kingston, ON, K7L 3N6
 - Reimbursement cheques will be issued within 4 weeks of receipt of the documentation.

If you have any question regarding the above please contact Imed Zine-El-Abidine, imed@cmc.ca, 613.530.4795