

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
 - Post-Doctoral Fellows will be considered on an exceptional basis and must also be registered
- 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
- Travel Awards will be for actual travel costs, accommodation and meal expenses up to a maximum of \$1,500 for those travelling > 100km to the facility. Distance exceptions may be made for specific cases.
- A voucher will be provided by CMC confirming the award (value and duration)

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) – extensions will be granted in exceptional circumstances
- 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)
- The MNT financial assistance is not transferrable and must be used only by the awardee and for the fabrication noted in the application
- For the Travel Award component CMC will compensate researchers for all reasonable and approved expenses, reference the CMC travel procedures for details. 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 Student's academic supervisor must hold a CMC Prototyping Subscription
- The Microfabrication Award component will be paid by a cheque made out to the university. To ensure the university deposits it in favour of the correct faculty member the student's supervisor should 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