



Exchange Planning Sheet

A mandatory requirement for PhD-level trainees in the CREATE QCS program is the completion of a **mobility experience** (in-person academic exchange or visit). The mobility experience(s) must total 10 working days (this could be multiple shorter visits, or one longer visit). Your visit can be hosted by one of the QCS partner universities or a federal or provincial lab. In both cases, you should find a supervisor to host you, and plan your visit with them. Please keep the Program Coordinator (alain.gervais@uwaterloo.ca) informed about your plans. The QCS grant will reimburse reasonable expenses incurred as part of your exchange (economy airfare/transport, lodging, and subsistence).

Instructions:

1. Plan your academic exchange/visit with a host supervisor, and provide details of your planned experience in this sheet.
2. Email the completed sheet to the Program Coordinator (and CC your host supervisor). The QCS leadership team will confirm an approved budget based on your anticipated reasonable expenses.
3. Upon return from your exchange, send a brief report to the Program Coordinator detailing the exchange and outcomes. Have your host supervisor confirm the exchange by email with the Program Coordinator.
4. **Reimbursement:** within 3 months after the end of your exchange, submit an expense claim with your home institution. The University of Waterloo Office of Research will coordinate a funds transfer with the office of research services (or equivalent) at your home institution.

Trainee name:

Trainee university:

Host institution:

Host supervisor:

Proposed exchange dates:



Anticipated Budget and Research Plan

Estimate of costs:

Airfare/transport:

Accommodations:

Subsistence:

Total:

Description of proposed visit (append additional pages as needed):