



INSTITUTE OF COACHING

McLEAN HOSPITAL, HARVARD MEDICAL SCHOOL AFFILIATE

Travel Award

Travel Awards cover travel expenses for individuals who have completed non-proprietary coaching research and who would like to present their findings at the annual Coaching in Leadership and Healthcare Conference, sponsored by Harvard Medical School, held in Boston, Massachusetts. You are eligible to apply if your pre proposal has been approved and you have completed coaching research. Travel awards may cover air or train fare to Boston, ground transportation, hotel accommodation for the duration of the conference, meals, and sundries for up to \$2500 with submission of receipts.

The deadline is Feb 1st of conference year.

Note: Only approved pre-proposals may proceed to the full grant application. If your pre-proposal has been approved:

1. Log into your account on our Slideroom online [grant submission portal](#).
2. Fill out the form.
3. Upload your up to 10 page full proposal, budget and supporting documents as PDFs.
4. Click Submit.

Travel Award Application Form Questions to Be Answered

A. ABSTRACT: Describe your research (Limit 300 words), and state if your research is complete.

B. PURPOSE OF RESEARCH AND RELEVANCE TO COACHING: Clearly indicate what is new and unique about this research and how the findings advance the coaching literature on this topic. Discuss the practical implications of the research. Explain how your findings will change or affect coaching practice.

C. LITERATURE REVIEW: Thoroughly describe and summarize the relevant existing research including the theoretical framework underlying your research question(s). Evaluate the literature and identify gaps, inconsistencies, relationships, or contradictions that support the need for your publications.

D. RESEARCH QUESTION(S) List your research question(s). For quantitative projects please state your hypotheses.

E. METHODOLOGY AND ANALYSES: Describe the quantitative and/or qualitative methods and analyses used for this project.

F. RESULTS

G. REFERENCES

SUPPORTING DOCUMENTS:

- CURRICULUM VITAE - CV or resume including past research, academic writing, conference presentations, and publications. (Limit 5 pages)
- LIST OF PRESENTATIONS AND PUBLICATIONS: Please give a list of conferences at which you have previously presented your work. Also, state if this proposed project has already been presented or published. If yes, please state where.

BUDGET GUIDELINES

Include expected travel expenses related to attending the Coaching in Leadership and Healthcare Conference in Boston. Travel expenses up to \$2500 will be reimbursed after the conference with submission of receipts.

The Institute of Coaching considers the following to be travel-related expenses: Approved cost of round-trip air or train fare to Boston, ground transportation to and from the conference venue, conference registration, hotel accommodation for the duration of the conference, meals and sundries. Provide prices per unit, calculations for total price per line and total budget.

Budget Template

Project title			
Principal Investigator			
Project Expense	Number of units	Price per unit	Total cost for item
<i>Ex: Transcription of Interviews</i>	<i>10 interviews</i>	<i>\$100</i>	<i>\$1000</i>
TOTAL project costs			
TOTAL requested from IOC			