

GUIDELINES FOR HSC MEDICAL STAFF REQUESTS FOR EVENT FUNDING

1. Funds are provided for events that promote resident research and similar scholarly activities at the Health Sciences Centre. Sponsorship of the event should highlight the support of the academic pursuits of residents by the HSC Medical Staff. Priority will be given to events that have the potential to provide exposure of resident research and scholarly activities to the broader community of academic hospital centers in Winnipeg and beyond.
2. The request must be from a member in good standing of the HSC Medical Staff, who is from a HSC program having 80% compliance in Medical Staff dues payment.
3. Fund distribution will favor events held at HSC, in support of residents conducting research or similar scholarly activities at the Health Sciences Centre.
4. A request made to the HSC Medical Staff Executive Committee must be in written form, either by mail or letter. It will be reviewed at the committee's monthly meeting, held on the 2nd Wednesday of each month, September through June.
5. The amount of support is \$500.00.
6. The amount of support provided will be based on a number of factors. All requests for funding must include the following information to be considered:
 - the intended use of the funds;
 - the number of attendees expected or number of confirmed registrants;
 - the location of event;
 - the target audience;
 - other sources of funding being sought
7. The financial support from HSC Medical Staff should be formally recognized at the funded event.
8. Funding is one-time and provided on an event by event basis. Funding for annually occurring events must be requested each year.
9. The per annum total amount made available for all events will be a maximum of \$10,000. The HSC Medical Staff Executive Committee reserves the right to prioritize allocation of funding according to the above criteria.