

GUIDELINES FOR APPLICATIONS FOR
HSC MEDICAL STAFF FELLOWSHIP FUND TRAVEL GRANT

1. The award shall be used to support presentation of research at an accredited national or international scientific meeting.
2. The applicant must be the main investigator on the research project. The award intended to offset expenses directly incurred by travel, lodging or meeting registration.
3. The principal investigator must belong to a departmental section at HSC, which has at least 80% compliance with Medical Staff annual dues.
4. The applicant must be a medical resident (including sub-specialty fellowships) or a post-doctoral (PhD) trainee in a clinical training program at HSC.
5. Successful applicants are eligible for only one award per residency (or fellowship) or post-doctoral training program. Unsuccessful applicants are able to reapply from the same training program.
6. The primary research supervisor must have primary privileges at the Health Sciences Center and must be a member in good standing of the HSC Medical Staff. A letter of support from the supervisor should accompany the application. The letter should include the trainee's role in the project.
7. A maximum of six travel grants are available each year (3 grants every 6 months), each for up to \$1500. If the number of applicants is in excess of grant funds available, the grants will be awarded by lottery.
8. Internal funding should be sought and have been exhausted as a condition of eligibility for the Travel Award. An estimate of costs with funding sources applied for must be included.
9. Travel Awards are applicable to travel in the 6 months following the application deadline. Retro-active applications will NOT be considered.
10. Meeting expenses will be reimbursed directly on presentation of receipts. All receipts must be submitted within 1 month of the meeting, and will cover expenses up to the maximum amount of the grant. Late receipts (more than one month after the last day of the meeting) will not be reimbursed.
11. The application will include proof of current ethics approval from the Ethics Committee of the University of Manitoba and the HSC Department of Research Impact Approval. In the case of animal studies, proof of approval by the University Committee on the Use of Animals in Research must be included.
12. The Medical Staff Council Fellowship fund should be acknowledged in any publications arising from work to which support has been contributed, even if that support is partial. Copies of any publication arising with the assistance of this funding, including submitted abstracts, should be submitted to the Medical Staff Council Office.

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13. The complete application must include the following in order to be considered:

- a. Application form.
- b. A copy of the accepted abstract.
- c. Letter of support from the trainee research supervisor (see above).
- d. Estimate of costs with funding sources (see above).
- e. Ethics approval.
- f. HSC Department of Research Impact approval.
- g. University Committee on the Use of Animals in Research approval (as appropriate).

14. Deadlines for Submission of the Travel Grant are 4:00 pm on January 31 and June 1 each year. Awards will be finalized by 1 month following the deadline. Grant applications received after the deadline will not be accepted.