

UNDERGRADUATE MEDICAL EDUCATION

CONFERENCE FUNDING FOR UGME STUDENTS

POLICY & PROCESS

Preamble

The purpose of this policy is to encourage the scholarly involvement of our UGME students by financially reimbursing them to present at professional conferences.

Scope

Students may be eligible to receive funding to present original work at recognized, professional conferences. There is no geographic limit on the requests that will be considered. The maximum travel/accommodation/registration re-imbusement per student is \$300.00 per conference. Students are encouraged to share the costs to participate and actively search out other additional funding.

Funding is only available for students who are presenting original academic work at a conference.

General Principles

Students who desire funding must submit a formal application (applications will only be reviewed once) by one of the deadline dates listed below. There is no limit to the amount of applications you may submit. The policy will be administered by the student's MD Program Campus Administrator. Decisions will be made by the student's Assistant Dean/Regional Assistant Dean.

Whereas applications will be accepted throughout the year, they will be reviewed three times a year (January 31, April 30 and September 30). A student must be enrolled in the MD or MD/PhD Program at the time of the conference. Enrichment year students may also apply for this funding.

If approved, conference funding will cover up to a maximum of \$300.00 for travel, registration and accommodation for the learner presenting at a conference. Meals will not be reimbursed. All original receipts will be required if funding is granted. If claiming for airline travel, flight itinerary and original boarding passes must be submitted.

It is the responsibility of the student to obtain approval for a Leave of Absence according to the Leave of Absence Policy.

If the conference is cancelled, the successful student decides not to attend, or the student is unable to obtain the required leave of absence from the program it is the responsibility of the applicant to inform their Campus Administrator as soon as possible, in order for any payments to be cancelled or, if already paid, reimbursed.

Process

PART A – Request for Leave of Absence (LOA)

- All students are required to complete the **Request for Leave** form and must adhere to the **Leave of Absence Policy**.

PART B - Application for Funding

Send the following details regarding the conference and your presentation to your Campus Administrator by the deadline date.

- Complete the Request for Funding Application Form – ensure that you provide a detailed account of your presentation.
- Applications can be submitted before or after the conference takes place.
- Outline what your projected expenses will be. Learners are responsible for their own registration and travel arrangements.
- Deadline for review will be January 31, April 30 and September 30 of each year.
- Campus Administrator will notify the student of the result of their application
- Learners who are approved for conference funding will be seen as ambassadors of the University. As such, they will be expected to abide by any policies of McMaster University, Faculty of Health Sciences or the MD Program while attending the conference.

PART 3 - Reimbursement from Finance Office

- Learner will submit original receipts to their Campus Administrator no later than sixty (60) days after the presentation. The Campus Administrator will complete the McMaster Travel Expense report and notify the student that we require a mailing address and original signature on the form.
- Original receipts are mandatory for re-imbusement. This includes boarding passes, itinerary, a zero balance receipt from the hotel , etc.
- There is no per diem for conferences.

If you have any questions regarding this policy or the process please contact your Campus Administrator.



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REQUEST FOR CONFERENCE FUNDING APPLICATION FORM

Please ensure you have read and understood the **Conference Funding for UGME Students Policy and Process** document.
Deadlines for application are January 31, April 30 and September 30.

STUDENT INFORMATION:

| | | |
|--------------------|-----------------------|------------------|
| Student Last Name: | Student First Name: | Class: |
| Email: | Student Phone Number: | Mailing Address: |

CONFERENCE INFORMATION:

| | | |
|-------------------------------|-------------------------|------------------------|
| Name of Conference: | Location of Conference: | Date(s) of Conference: |
| Brief Overview of Conference: | | |

Purpose of Conference Attendance Including Description of Conference Involvement:

Request for Leave of Absence from the Program:

Applied: _____ Received: _____ N/A: _____

TRAVEL EXPENSES:

Please attach a conference brochure and documentation of travel costs. Original receipts will be required before payment can be processed. If claiming for airline travel, original boarding passes must be submitted. There is no per diem allocated for conferences.

| TRAVEL EXPENSES- DETAILS | AMOUNT |
|-----------------------------------|--------|
| Registration Expenses - Details: | |
| Accommodation Expenses – Details: | |
| Other: | |
| TOTAL: | |

Are any of these expenses covered by another funding source? No _____ Yes _____ If yes, which ones? _____

ASSISTANT DEAN/REGIONAL ASSISTANT DEAN APPROVAL:

\$ _____ Amount Approved _____ Signature _____ Date

McMaster FIPPA Policy: The information gathered on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected pursuant to section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Registrar, University Hall, Room 209, McMaster University.