

INTERNAL MEDICINE RESIDENCY PROGRAM FINANCIAL SUPPORT

Financial assistance is offered to Internal Medicine Residency Program (IMRP) trainees attending conferences, approved of courses, UpToDate subscriptions, journal subscriptions and poster preparation costs. A total of **\$500** is available for the July 1, 2025 - June 30, 2026 period.

****Please note that this yearly total cannot be carried forward and combined with another year's total to gain a larger reimbursement.****

Conference AND Educational Funding:

PGY1-PGY3's: support is **\$500/year** total for conferences, courses and subscriptions. Reimbursement requests will only be processed if all required documents are received within 3 months of the conference or payment of courses or subscriptions. Failure to submit within 3 months will result in forfeiting reimbursement.

Internal Medicine Residents are allowed 5 paid conference days per year. If you would like to attend a conference, you must request time off from your rotation by filling out an IMRP Vacation Request Form, ensuring that you include a line regarding the conference details (dates and location). Please send your requests at least 4 weeks in advance to your rotation lead and once approved send to your IM Program Administrator (PA).

If your conference is outside of Canada, please begin this process a **minimum 6 months** prior to the desired departure date.

More Information: <https://cumming.ucalgary.ca/pgme/current-trainees/outgoing-electives#collapse316656585>
[International Elective Educational Experience Application and Approval Process.](#)
[Risk Management and Insurance Travel Checklist.](#)

Please take a moment to review Basecamp's [Finance and Reimbursement Camp](#) where you will find this policy, the Reimbursement Procedure Checklist and other relevant forms and information to help you with a successful reimbursement submission.

To submit a conference, course or subscription reimbursement, please complete the following forms, attach relevant receipts and submit to your IMRP Program Administrator:

- a) [PGME Expense Summary Form](#) – please fill in your name, event, and event dates
- b) [PGME Expense Description Form](#) – please fill in as much information as possible
- c) All receipts and documents pertaining to your conference:
 - conference fees, hotel booking and receipt of payment, flights, taxi, meals etc
 - conference agenda or schedule
 - certificate of attendance
- d) If you have not previously had an account set up for direct deposit by the University of Calgary please complete the following:
 - [Electronic Funds Transfer Form](#)
 - [Attach a void cheque](#)

PGME Resident Research and Leadership Travel Grants:

The PGME office offers a wide range of grants including Resident Research Travel Grants and Leadership Travel Grants, which covers up to \$2500 per conference if you are chosen to present. Resident Research and Leadership Travel Grant applications will be accepted without the confirmation of presentation and approvals are granted on a quarterly basis. This is in addition to the IMRP Conference and Education Funds.

- **Resident Leadership Grants:** Completed applications with Dr. Gibson's signature must be sent to Jan.Rose@ucalgary.ca. The Leadership Grant **CANNOT** be used in combination with IMRP Conference and Educational Funding. This means if resident expenses are \$3000, you are not eligible to combine the Leadership Grant funds and IMRP funds for the same conference reimbursement to make up the difference. You are still eligible to use the IMRP funds for a different conference, course or subscription. The Application for Leadership grants can be found at this link: <https://cumming.ucalgary.ca/pgme/faculty-staff/pgme-awards-and-grants/pgme-grants-and-scholarships>
- **Resident Research Travel Grants:** Completed applications with Dr. Gibson's signature must be sent to Jan.Rose@ucalgary.ca. This Research Travel Grant **CAN** be used in combination with IMRP Conference and Educational Funding. The Application for Research Travel grants can be found at this link: <https://cumming.ucalgary.ca/pgme/faculty-staff/pgme-awards-and-grants/pgme-grants-and-scholarships>
- **Funding of Subscriptions:**

Of the allocated \$500, some or all of the money could be used to offset the cost of some educational subscriptions and/or journal subscriptions. If you are interested in subscribing to an app or tool, contact the IMRP Financial Coordinator to see if it is an eligible expense. Eligible Expenses are determined by the PGME and not by the IMRP Office.

Reimbursement for subscriptions must not exceed the length of training. As an example - if you have a June 2025-June 2027 subscription to UpToDate, and are a PGY3, you will only be reimbursed for the current academic year you are a resident in IMRP (until June 2026). If you are a resident who is off-cycle you can only be reimbursed for the portion of the academic year that you are a resident in IMRP.

For all subscriptions ensure that you submit proof of payment in Canadian funds as well as the subscription details (see points 1a and 1b above). Journal subscriptions could also be paid for, either online or paper format.

Posters

You can be reimbursed for posters prepared for conferences to a maximum of \$160/year. Please purchase the basic style poster with a maximum reimbursement of \$80 per poster.

Attendance of Special Graduate Level Course and RCPSC Prep Course:

We would like to welcome you to attend graduate level courses and courses of interest. The following set of guidelines must be followed to attend such courses.

Since we have Wednesdays as the protected Academic Half Day (AHD) the timing for courses other than Wednesday between 1-5 pm is difficult, however, a maximum of 4 -hours will be allowed off per week (as per rotation lead approval, see below). Unless you are registered in a specific course with specific dates and times, this time must be taken on Wednesdays. The program will permit your registration and attendance of courses if the following criteria are met:

You must be a 2nd, 3rd, or 4th year trainee in good academic standing

You must speak with the rotation "leads" to ensure that they are comfortable with you leaving early on a day other than Wednesday. If they are not comfortable accommodating this change due to the structure of the rotation the time away may not be possible and the course therefore may not be an option. If necessary, please discuss matters directly with the IMRP Program Director. Weekly Preceptors must be notified ahead of time regarding the modification once approved of by the rotation lead.

Depending on the exact rotation you may need to "make up" time. This would be important for some of the heavier rotations. We would ask that you offer this and stay for part of AHD if necessary. If you are on for EL on the course day potentially stay 1-2 hours later on a Wednesday or return back early. If there are mandatory AHD activities that you must attend please work around this in scheduling time away. For example, if there are small group activities planned from 1:00pm-3:00pm on AHD and you have taken 1 ½ hrs off a different day please be back on the ward to work from 3:30pm-5:00pm on the Wednesday.

We would welcome you in taking a course in statistics, meta-analysis, or systematic review. Other courses may also be acceptable so please touch base with the Program Director to review. If interested in registering, please ensure that you receive approval from the Program Director after sending a copy of the time commitments and rotations that you will be on at the time. Once the Program Director has provided approval and the rotation leads are happy with the above time away you may then register.

PGY4 Support – Future Career Planning Financial Support:

To help you discover career opportunities, the IMRP will allocate a maximum of \$2000 to each of you over this year to help fund courses/conferences you may want to attend. Subscriptions are also covered and included in the \$2000 allocation. All course requests must be reviewed/approved by Dr. Gibson; please email your requests to gibsonp@ucalgary.ca and copy Lynette at lynette.lipinski@albertahealthservices.ca

Please send all reimbursement requests to lynette.lipinski@albertahealthservices.ca as well.

We are unable to pay for personal textbooks or for the cost of journal article publication; these are **ineligible PGME expenses**. We can purchase textbooks for the IMRP library development and if you have requested items, bring this forward to Dr. Gibson. These books could then be borrowed by trainees for their personal use for 2-4 weeks.

Paul Gibson, FRCPC

Program Director, Internal Medicine Residency Program
Cumming School of Medicine, University of Calgary, Department of Medicine

REVISED Sept 30, 2021

UPDATED: August 13, 2025