



The Friends of Matt Newell Endowment

Guidelines and Eligibility

A. **Deadline for application:** September 21, 2020

To apply, please complete the attached application form and forward an electronic copy to:

Angela Krawetz, Director, Strategic Projects and Core Facilities

medendow@ucalgary.ca

Office of the Associate Dean Research

Cumming School of Medicine

Late or incomplete applications will not be accepted.

B. **Value of the award:** up to \$21,200

C. **Purpose:** Funds will support the training of medical students on the causes and consequences of alcoholism, including fetal alcohol syndrome, the impact of alcoholism on the patient and on their family, friends and workplace. This endowment will also support the education of medical students on the causes, consequences, and treatment of other addictions.

D. **Eligible Use of Funds:**

The eligible purposes of the fund include (in order of priority):

- Educational endeavors targeting undergraduate and graduate medical students to further their awareness of alcoholism and other addictions.
- The cost of hosting a lectureship or a seminar on the topic of alcoholism or other addictions, including travel costs of the guest speaker, catering and other associated costs.
- An award to an undergraduate or graduate medical student associated with the Cumming School of Medicine (CSM), in support of costs involved in enhancing his/her education in the field of alcoholism or other addictions. This could include attendance at a national (preferred) or international conference.

E. **Candidate eligibility:** This competition is opened to all undergraduate and graduate medical students associated with primary appointments in the CSM.

F. **Award criteria:**

This application will be judged based on:

- a) How well the goals of the applications are aligned with the goals of this award
- b) Potential educational or scientific merit, when applicable (is the hypothesis clearly stated, are the methods adequate? etc...)
- c) Feasibility of the project given the proposed budget, quality of the proposal and background of the applicant
- d) Overall quality of the proposal

G. **Length of award:** 1 year, with the possibility of a one-time extension of another year.

H. **Reporting:** Any publication or presentation resulting from this award should acknowledge the Friends of Matt Newell Endowment as a sponsor. The Award recipient will be required to provide a brief report (2 pages max) of the activities undertaken with the assistance of these funds, what was their impact and how the funding was used. *Please note that this report will be shared with the Fund Development office of the CSM and possibly with other stakeholders.* This report must be submitted to the Director, Strategic Projects and Core Facilities, Angela Krawetz (medendow@ucalgary.ca), no later than 3 months after completion of the project, or one year from the date the award was made. Furthermore, the awardee may be contacted for further details regarding this project. We expect their full cooperation.

The Friends of Matt Newell Endowment – Application Form

NAME:	EMAIL:																								
DEPARTMENT:	TELEPHONE:																								
PROJECT TITLE:																									
SUBJECT FIELD/DISCIPLINE:																									
TYPE OF EDUCATIONAL ACTIVITY: <input type="checkbox"/> Education day <input type="checkbox"/> Lectureship/seminar <input type="checkbox"/> Attending a conference																									
Budget: (if not applicable, please write n/a)																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Description of Expense</th> <th style="width: 30%;">Amount required</th> </tr> </thead> <tbody> <tr><td>Room booking fees</td><td></td></tr> <tr><td>Conference registration fees</td><td></td></tr> <tr><td>Honorarium (visiting speaker)</td><td></td></tr> <tr><td>Meals/Catering</td><td></td></tr> <tr><td>Travel (plane, taxi, rentals, etc)</td><td></td></tr> <tr><td>Accommodation</td><td></td></tr> <tr><td>Books, seminar materials, etc</td><td></td></tr> <tr><td>Other</td><td></td></tr> <tr><td>Other</td><td></td></tr> <tr><td>Other</td><td></td></tr> <tr> <td>Total funding requested: (Maximum is \$21,200 and will be adjudicated according to the type of request.)</td> <td></td> </tr> </tbody> </table>	Description of Expense	Amount required	Room booking fees		Conference registration fees		Honorarium (visiting speaker)		Meals/Catering		Travel (plane, taxi, rentals, etc)		Accommodation		Books, seminar materials, etc		Other		Other		Other		Total funding requested: (Maximum is \$21,200 and will be adjudicated according to the type of request.)		
Description of Expense	Amount required																								
Room booking fees																									
Conference registration fees																									
Honorarium (visiting speaker)																									
Meals/Catering																									
Travel (plane, taxi, rentals, etc)																									
Accommodation																									
Books, seminar materials, etc																									
Other																									
Other																									
Other																									
Total funding requested: (Maximum is \$21,200 and will be adjudicated according to the type of request.)																									
❖ Note: Add other line items as required.																									
SIGNATURE:																									
Applicant: _____ Date: _____																									

Attachments are mandatory and they **must be submitted together with the application form as one Acrobat (pdf) document:**

1. Description of project (200-250 words)

- If this is an educational project, please provide a statement of the educational significance of your proposal and its importance. Please use language suitable for non-scientists as this summary may be shared with public stakeholders.
- For lectureships/seminars, please provide a statement of the proposed speaker, focus of the seminar and its significance to the research area of alcoholism/addictions.
- For conferences, please provide a brief description of the conference you wish to attend, how it will impact your knowledge of the alcoholism/ addictions.

2. Budget Justification: (append additional details as needed):

a) **Educational Day/Lectureship/Seminar** – please indicate the following meeting expenses:

- Name and brief description of the conference that you are coordinating – append agenda and fees schedule
- Location (where the lectureship/seminar will be held)
- Room booking fees (if applicable)
- Name, title and honorarium fees of the guest speaker
- Meals/catering – indicate which meals are included in the registration fees (the other meals will be paid according to the rules of the University OR indicate who is providing the catering, for how many people, what will be the menu and the cost
- Travel (specify airfare – airplane reservation, taxis, parking, accommodation reservation, etc) for conference only – provide estimate of the costs for airplane, taxis/bus/shuttle services and the hotel room costs, including internet access; please refer to the rules of the University to determine eligible expenses <https://www.ucalgary.ca/policies/forms/title>
- Other items (Books, etc. – please list the items and an explanation of how they will be relevant to this educational activity

b) **Conference** – if you are attending a conference, please indicate the following meeting expenses:

- Append a description of the conference
- Conference agenda (if available)
- Where the conference is held - location
- Registration fees to attend the conference
- Meals – indicate which meals are included in the registration fees and which you will need to pay
- Travel (Specify airfare, taxis, parking, accommodation, etc) for conference only – provide estimate of the costs for airplane, taxis/bus/shuttle services and the hotel room costs, including internet access; Please refer to the rules of the University to determine eligible expenses
- Other items (Books, etc.) – please list the items and an explanation of how they will be relevant to this educational activity.

❖ **Note: Add other line items as required.**

3. A copy of a recent curriculum vitae (no longer than 5 pages)