



The Friends of Matt Newell Endowment Competition

Guidelines and Eligibility

A. Deadline for application: Oct 9th, 2025

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. 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 his/her family, friends and workplace. This endowment will also support the education of medical students on the causes, consequences, and treatment of other addictions.

C. Amount Available to request and Eligible Use of Funds:

Applicants can ask for support for the activities listed below, **up to \$5,000/application:**

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**.

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

E. Award criteria:

This application will be judged based on:

- a) Alignment of the proposed project with the purposes of this fund
- b) Potential educational or scientific merit, when applicable (e.g. is the hypothesis clearly stated, are the methods adequate?)
- c) Feasibility of the project given the proposed budget and the background of the applicant
- d) Overall quality of the proposal

- F. Length of award:** 1 year, with the possibility of a one-time extension for a maximum of 6 months.

- G. 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 Competition – Application Form

NAME:	EMAIL:																								
DEPARTMENT:																									
PROJECT TITLE:																									
SUBJECT FIELD/DISCIPLINE:																									
TYPE OF ACTIVITY:																									
<div style="display: flex; justify-content: space-around;"> Educational course Lectureship/seminar Attending a conference </div>																									
Budget: (if not applicable, please write n/a)																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Description of Expense</th> <th style="width: 40%;">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 request is \$5,000 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 request is \$5,000 and will be adjudicated according to the type of request.)		
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❖ 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)

- For educational project (applicable to lectureship/seminar/course), provide a statement of the educational significance of your proposal.
- If it is a **course**, provide the name of the course, a brief description, the location and dates, and how it will impact your knowledge of alcoholism/ addictions. Please use language suitable for non-scientists as this summary may be shared with public stakeholders.
- If it is a **lectureship/seminar**, provide the name and brief description of the lectureship/seminar that you are coordinating – append agenda and fees schedule (if applicable); state the location (where the lectureship/seminar will be held) and lectureship/seminar dates (when); 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 indicating the location and the dates and its significance to the research area of alcoholism/addictions.

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

- a) **Educational Course/Lectureship/Seminar** – please indicate the following information (type):
- Name, dates, location, course fees, accommodation, travel (if applicable)
 - Name, location and dates of the lectureship/seminar that you are coordinating – append agenda and fees schedule
 - Room booking fees (if applicable)
 - Name, title and honorarium fees of the guest speaker
 - Meals/catering – indicate if meals are included in the registration fees (provide details if 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 lectureship/seminar – 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: [Travel and Expense Reimbursement Handbook](#)
 - Other items (Books, Posters, etc.) - list the items, cost/item and an explanation of how they will be relevant to the proposed educational activity
- b) **Conference** – if you are attending a conference, please indicate the following information (type):
- Append a description of the conference
 - Conference agenda (if available)
 - Where the conference is held – location and When – dates
 - Registration fees to attend the conference
 - Meals – indicate if meals are included in the registration fees and list the meals that 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; Refer to the rules of the University to determine eligible expenses.
 - Other items (Books, Posters 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.**

- c) **A copy of a recent Curriculum Vitae** (no longer than 5 pages) and any other supporting documents as necessary as **ONE PDF** together with this application from