



TERMS OF REFERENCE

Dr. Chirag Shah International Resident Award

Background: The fund was created through generous donations from Dr. Chirag Shah with the intention of providing support to assist international medical graduates. Dr. Shah created this award to assist international medical graduates who are adjusting to life in Canada and inspire them to give back in ways meaningful to them and contribute to making Canada a better place in which to work and live. The fund will remain open to contributions from other sources.

Purpose of the Fund: The award is designed to ease the financial burden for international medical graduates who have successfully completed the Alberta International Medical Graduate assessment process and are proceeding into or continuing residency training at the University of Calgary.

Value of the Award: Minimum value of \$2,000.00 determined annually by the University established rate of disbursement from the endowment.

Number of Awards: A minimum of 2, additional awards may be given based on available funding

Administration of Fund: The fund will be administered by the Advisory Committee who will approve the selection of candidates. Funds will be disbursed at the successful completion of the AIMG Program Externship and successful entry into residency. The committee recognizes that it is the donor's preferences to support surgical residents.

Should there be no candidate that fulfills all the eligibility requirements, the available funding may be carried over by the University for subsequent years.

Advisory Committee: An Advisory Committee will be convened at by the Associate Dean, Post Graduate Medical Education. Committee members shall include:

- Associate Dean, Post Graduate Medical Education (Chair) or designate
- Director, AIMG program or designate
- Practicing IMG physician and/or researcher
- Public member with experience with the immigrant community (nominated by the donor). If the public member is not available, then the funds may be granted without this input.

The Advisory Committee will be responsible for:

- Review of and selection of recipients in alignment with the selection process outlined below

Selection Process:

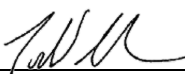
Eligibility: Candidates applying for this support must fulfil the following criteria:

- Successful completion of the AIMG Externship and entry into first year of residency
- Open only to any AIMG resident currenting training
- Completion of high school and medical school outside of Canada and/or US
- Have not previously been a recipient of the award

Application Process:

- The Dr. Chirag Shah International Resident Award will be awarded annually in May
- Call for applications will be initiated by the Chair of the Advisory Committee in October each year to eligible candidates at the completion of the AIMG Externship orientation with the Committee meeting in January to select the recipient.
- A complete application will include:
 - i) A current copy of the applicant's curriculum vitae
 - ii) A one-page letter describing the applicant's need for the funding and outline of future goals

Financial Administration: The Associate Dean, PGME will be responsible for managing expenditures in accordance with the approved selection process.

Agreed:**For the Cumming School of Medicine**

Dr. Todd Anderson

Dean, Cumming School of Medicine

May 11th, 2023

For Post Graduate Medical Education

Dr. Melinda Davis

Associate Dean, Post Graduate Medical Education

May 4, 2023