

RESEARCH

RESIDENT RESEARCH TRAVEL GRANT APPLICATION GUIDELINES

A limited amount of funding is available to support resident conference travel to present complete and original research conducted at the University of Calgary. Medical Staff Trust Funds and the PGME operational grant from Alberta Health are the funding sources. Continued funding is contingent on these funding sources being available on an annual basis. Each grant (to a maximum of \$2,000.00 per resident per conference) can be applied towards the costs of travel, accommodation and registration fees. Travel Grant applications are reviewed on a quarterly basis to ensure funding remains available throughout the year:

Conference Dates	Application Deadline	Award Date
April 1 – June 30	March 15	By March 31
July 1 – September 30	June 15	By June 30
October 1 – December 31	September 15	By September 30
January 1 – March 31	December 15	By December 31

All grant applications received by the deadline will be reviewed for eligibility and merit. Grants will be *limited to one per resident in each fiscal year (April 1 – March 31)*, unless the budget allows further support. Priority may be given to first time applicants. Failure to provide all application requirements will delay approval.

Terms and Conditions:

1. The applicant must be a full-time Ministry Funded resident in good standing at the University of Calgary (Sponsored trainees and Fellows are not eligible).
2. The application **must** be received by the deadline date indicated for each quarter.
3. Travel must take place while completing residency at the University of Calgary.
4. The Resident must be first author on the Abstract.
5. The abstract must be accepted for an oral or poster presentation at a National or International level conference (not a local symposium, research day, retreat, joint UofC/UofA provincial meeting, or electronic poster presentation without required attendance). Travel Grant applications will be accepted without the confirmation. Final approval however will be contingent on confirmation that the abstract has been accepted for presentation.
6. The research must have been conducted at the University of Calgary.
7. The research must be original and complete, and **not** have been presented at a National or International conference before. Case reports and literature reviews are **not** eligible under the travel grant program. Chart reviews, systematic reviews and meta-analyses are acceptable, but must include statistical analysis.

The following documents must be submitted to the PGME Office for award eligibility:

1. Completed Application Form
2. Confirmation of acceptance of the Abstract for presentation
3. A copy of the conference Abstract
4. A comprehensive structured Research Abstract that includes the abstract requirements defined below.
5. A statement outlining the contribution of each author to the research and the number of full-time months spent on the research

The Comprehensive Research Abstract must include the following:

- **Title/Authors**
 - Title of the study is clearly stated
 - Resident is first author
 - All other authors are clearly stated
- **Background**
 - Rationale is provided
 - Importance of the study is clearly stated
- **Objective/Question**
 - A measurable question is asked
 - The objective of the study is clearly stated
- **Methods**
 - Quantitative
 - The study design is clearly stated
 - The sample size is clearly stated
 - The participants used are stated; preferably with a comparison and control group
 - The statistical method of analysis is clearly stated (descriptive statistics (counts, means, SD's) alone are not sufficient)
 - Qualitative
 - The study design is clearly stated
 - Data sources are described
 - Data collection and method of categorizing is described
 - The method of data analysis is clearly stated
- **Results**
 - Quantitative
 - Data are presented
 - Statistical analysis is presented
 - Appropriate statistical notation is used and p values are noted
 - Qualitative
 - Data are presented
 - Themes are described
- **Discussion/Conclusion**
 - Results are interpreted
 - How results fit with the current literature is discussed
 - Implications of the results are given



TRAVEL GRANT CHECKLIST

1. Completed Application Form
2. Conference Abstract
3. Comprehensive Structured Research Abstract
4. Conference Abstract Confirmation of Acceptance
5. Statement of Contribution



Applicant Name

UCID

Phone Number

Residency Program

Email Address

PGY Level

Conference Details

Title of Conference

Title of Abstract

Conference Location

Conference Dates (mm/dd/yy) From To

Have you been accepted to present? Yes Not Yet

If confirmed, what type of presentation are you making?

Oral Presentation

Poster Presentation

Are you the first author on the research? Yes No

Has this research been conducted at the University of Calgary? Yes No

Applicant Signature Date

Program Director Signature Date

For Office Use Only

Resident in good standing with tuition paid in full? Yes No

First Submission Approved

Revised Submission Declined

Approval Signature Date

STATEMENT OF CONTRIBUTION

Please provide a statement outlining the contribution of each author to the research and the number of full-time months spent on the research.

Research Supervisor's Signature

Date