

Leadership Travel Grant Application Guidelines

A limited amount of funding is available to facilitate and support resident leadership development opportunities. PGME recognizes that participation in conferences, seminars and meetings which encourage trainees to cultivate and demonstrate this skill is beneficial for achieving academic success and realizing career goals. Each grant (to a maximum of \$2000 per resident per conference/event) can be applied towards the costs of travel, accommodation, and registration fees. Leadership Grant applications are reviewed on a quarterly basis to ensure funding remains available throughout the year.

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

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)*. 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. Applicants will have demonstrated interest and capacity in leadership (i.e., Chief Residents, PARA representatives, members of national committees, etc.).
3. The application **MUST** be received by the deadline date indicated for each quarter.
4. The event must take place while completing residency at the University of Calgary.
5. The event must support Leadership Development (i.e., leadership seminars, management workshops, presentation or speaking engagements, acting as a resident representative for a national committee or advisory group, etc.).
6. If presenting original research based on a study conducted at the University of Calgary, an application should be submitted for a **Resident Research Travel Grant**. If presenting a non-traditional research abstract (does not include data analysis), the following conditions must be met:
 - a. The resident must be first author on the abstract.
 - b. 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 U of C and U of A provincial meeting, or electronic poster presentation without required attendance). Travel Grant applications will be accepted without the confirmation. However, final approval will be contingent on confirmation the abstract has been accepted for presentation.
7. PGME currently finds resident attendance at the annual International Resident Leadership Summit (IRLS). Although, IRLS attendance is not the primary mandate for this leadership grant, a **limited** number of additional positions will be available under this program. Applications must meet all terms and conditions and clearly demonstrate how IRLS will enhance leadership skills.

8. Alberta Health Services required courses and conference are **not** eligible under the Resident Leadership Grant program.

The following documents must be submitted for award eligibility:

1. Completed Leadership application form, which includes the event description and the objectives and benefits expected from attending the event.
2. CV highlighting information relevant to support of the application – maximum 2 pages.
3. A copy of the event outline and/or link to the website.
4. Confirmation of acceptance of the abstract for presentation, if applicable.
5. A copy of the conference abstract, if applicable.

Travel Grant Checklist

1. Completed application form
2. A copy of the event outline and/or link to the event website
3. CV, maximum 2 pages
4. Conference abstract, if applicable
5. Conference abstract confirmation of acceptance, if applicable



Applicant Name

UCID

Phone number

Residency Program

Email Address

PGY Level

Event Details

Name of Event

Event Location

Event Dates (dd/mm/yy) From To

Please provide a brief description of this event

What are your objectives in attending this event (1 paragraph is required)

What are the expected benefits of attending this event? How will attending this event help you realize your academic mission and/or career goals with respect to leadership?

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