

## 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.

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.

1. **New Rolling Deadline:** The application submission window will be open every third Friday of the month, providing greater flexibility for residents to plan and apply for conferences/events. For the 2024 calendar year, the deadlines will be:

January 19  
February 16  
March 15  
April 19  
May 17  
June 21  
July 19  
August 16  
September 20  
October 18  
November 15  
December 13 (exception to accommodate the Winter Break)

2. **Application Review Timeline:** We are committed to providing timely responses to grant applications. Therefore, applications will be reviewed, and applicants will be notified of the decision within a two-week period.

### 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 funds a limited number of resident attendances at the annual International Conference on Residency Education (ICRE) leadership track. Although, ICRE's leadership track 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 attendance 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**