

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 \$2000 per resident per conference) can be applied towards the cost of travel, accommodation, and registration fees. Travel Grant applications are reviewed on a rolling basis:

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 deadline 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. **Proof of Acceptance Requirement:** To streamline the application process and ensure a more efficient review, we will now require proof of acceptance for presentations as part of the application.
3. **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. The application **MUST** be received **PRIOR** to the conference occurring.
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 U of C/ U of A provincial meeting, or electronic poster presentation without required attendance). Travel Grant applications will NOT be accepted without the confirmation.
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 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 the 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 along 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



PGME Research Travel Grant Application Form

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