



Resident Conference/Course Funding Guidelines

1. Purpose

The purpose of this funding is to:

- 1.1 facilitate residents meeting research objectives (which include presentation at a national meeting)
- 1.2 provide opportunity for education outside University of Toronto faculty.

2. Funding Available

2.1 Department of Obstetrics & Gynaecology

During the 5-year residency program, residents are entitled to funding support in two categories:

2.1.1 If *NOT presenting*: a maximum of \$1000* (may be used in partial amounts for more than one conference/course, e.g., 2 conferences/courses at \$500. each)

2.1.2 If *presenting*:

–a maximum of \$2,000* for a conference if resident is a first author for the presentation

*This funding is intended to support registration, travel, accommodation, and meals; it should not be used for the production of posters.

–additional conference funding support may be available:

- Requests will be considered on a case-by-case basis, after consultation with Research Supervisor and Research Committee.
- The “participant only” (non-presenting) funds available in 2.1.1 above may be applied to a second conference where the resident is presenting original research.

NOTES

- The selection of an appropriate conference must be a joint decision between the resident and Research Supervisor. If conflict arises, it should be resolved in a meeting with the Program Director, Research Supervisor, and the resident, prior to submission of the abstract.
- Residents are expected to present their own research at conferences. Extenuating circumstances (e.g., illnesses, exams) may prevent the resident from presenting his/her research, but a lack of financial support alone is not an acceptable reason.
- Funding approval should be secured prior to submitting the abstract.

2.2 Other Support

For CREOG workshops, go to: http://www.acog.org/departments/dept_web.cfm?recno=1

2.3 Industry Support

Residents are not permitted to solicit/accept financial support from industry.

3. Process

- 3.1 Residents must submit a completed “Conference/Course Funding Request” form to the Residency Program Director. Based on 2.1 above, the amount of support is determined prior to the conference/course date.
- 3.2 Residents detail conference expenses on an “Expense Report” form, attach receipts, and submit to the Department office for approval and reimbursement. See “Expense Claim Requirements.”
- 3.3 The Department tracks conference/course funding for each resident.