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.