

**Department of Obstetrics & Gynaecology  
Finance Management Committee  
Academic Enrichment Travel fund- Application Form**

**Introduction**

The Department of Obstetrics & Gynaecology fosters academic development and advancements in women's health care and reproduction. The Academic Enrichment Travel Fund (AEF) is funded through the titling on clinical faculty earnings. Scholarly activity by Faculty, General Ob/Gyn Residents, and Fellows/Subspecialty Residents is supported through the AEF. The Finance Committee will consider applications, as they are received, at their monthly meetings. Individuals may only submit one request per academic year (July 1st to June 30th).

**Rules of the Road**

**APPLICATIONS NEED TO BE RECEIVED AND APPROVED AT LEAST ONE MONTH PRIOR TO THE PLANNED TRAVEL** (i.e., an application will not be considered for reimbursement if it has been submitted AFTER the travel).

Travel encompasses costs for transportation, registration fees, meals (maximum \$65 per day (travel in Canada and US) and \$85 CAD (travel outside of North America), maximum 2 days), and up to two nights' accommodation, to a maximum of \$2,000. Completion of a proposed budget is required before the application will be considered by the Finance Committee.

Once approved and after travel has been completed, a Western travel expense report must be prepared and submitted along with original receipts. If flying, original boarding passes are required with the receipt and, if submitting dinner receipts, the detailed dinner receipt is required as well as the names of the attendees. All receipts should be submitted to Dawn Vanhie, Department Finance Officer, within a month after the meeting.

**Applicants**

1. General Ob/ Gyn Residents

Funding for General Ob/Gyn residents is available for both Continuing Medical Education (CME) activity as well as scholarly activity (i.e. presenting their own research). Each General Ob/Gyn resident can access up to \$2,000 total for CME activity during his or her five-year postgraduate program. This money is made available to attend national meetings and/or specific courses and workshops that will enhance his/her education. A copy of the course presentation/objectives must accompany the application form so that it can be adequately reviewed. In addition, each General Ob/Gyn resident may also make an application up to a maximum of \$2,000 per academic year, to support approved travel to present their own research at a scientific meeting. Only one presenter per abstract / poster will be funded. A copy of the accepted abstract submission must accompany the

application form. Each presentation must be original research and may be funded for presentation at ONE meeting only.

## 2. Faculty

Faculty members, whose primary appointment is in the Department of Obstetrics & Gynaecology, may make applications to a maximum of \$2,000 per academic year, to support approved CME or scholarly activities. This includes travel to attend a scientific meeting, course and/or workshop or to present their own research at a scientific meeting. For travel to attend a Professional Development course/ workshop, a copy of the course presentation/objectives must accompany the application form so that it can be adequately reviewed. For requests to present at a scientific meeting, a copy of the accepted abstract submission must accompany the application form. Each presentation must be original research and may be funded for presentation at ONE meeting only.

- Clinical faculty can use the funds for professional development relating to their academic roles or to present their research at a conference
- Basic scientists can only use the funds to present their research

## 3. Fellows/ Subspecialty Residents

Funding for Fellows and Subspecialty Residents is available up to a maximum of \$2,000 per academic year for travel to a scientific meeting to which the Fellow/Subspecialty Resident is making a scientific presentation. Only one presenter per abstract / poster will be funded. A copy of the accepted abstract submission must accompany the application form. Each presentation must be original research and may be funded for presentation at ONE meeting only.

## **How to Apply**

You may request a paper application from the Department Office by emailing the Financial Officer (currently Dawn Vanhie ([dawn.vanhie@lhsc.on.ca](mailto:dawn.vanhie@lhsc.on.ca))) or by downloading the word or pdf version from the website (see [http://www.schulich.uwo.ca/obsgyn/about\\_us/available\\_funds/travel\\_fund.html](http://www.schulich.uwo.ca/obsgyn/about_us/available_funds/travel_fund.html)).

Completed applications can be dropped off at the office (LHSC VH B2 room 404), or submitted by email to Dawn.

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- Faculty  
 Resident      If Resident, is this part of your allotment?    Yes    No  
 Fellow/Subspecialty Resident

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Ext.: \_\_\_\_\_

Research Meeting/Professional Development Course to Attend:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates: \_\_\_\_\_

Location: \_\_\_\_\_

Funds Requested: \$\_\_\_\_\_ (see attached budget for detail)

Will you be presenting?    Yes    No

If YES above, will you receive an honorarium for presenting?    Yes    No

If YES, \$\_\_\_\_\_ honorarium amount

A copy of the accepted Research Abstract, Professional Development, or Workshop Objectives to be presented must be appended.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Approval Signature \_\_\_\_\_

Date \_\_\_\_\_

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**PROPOSED BUDGET**

Name of Applicant: \_\_\_\_\_

Provide estimates for travel expenses in Canadian Funds:

Category	Amount
Transportation (mode of travel & dates):	
Accommodation (maximum 2 nights @ single room rate):	
Registration Fee:	
Miscellaneous (provide details):	

Total Request: \$ \_\_\_\_\_

Original, itemized receipts must be submitted to the Department Office within a month after the meeting/conference so that a UWO Expense report can be prepared.

If flying, original boarding passes are required with the receipts.

A maximum claim of \$100 per day (maximum 2 days) can be claimed for meals. Claim requires original detailed receipt.