

## GUIDELINES FOR THE DIVISION OF UROLOGY RESIDENT TRAVEL AWARD

1. The Division of Urology will provide up to 2 travel awards per academic year for urology residents presenting at national or international conferences. If these grants are not utilized by urology residents, applications from medical students working with Urology Faculty (Clinical and Basic Science) may be considered.
2. The award amount will be for \$1,250 Canadian. This award is in addition to the annual travel allowable the Division provides, but will not be awarded for travel to the same conference attended using the annual travel allowable.
3. Deadline for application will be the second Friday in March and results will be available to the applicants by the end of March. The award will be adjudicated by members of the Residency Training Committee.
4. Eligibility criteria:
  - a. All urology residents, regardless of PGY level, are eligible to receive this award.
  - b. The research must have been carried out by the resident and accepted for presentation as a podium or a moderated poster at a national or international meeting. An un-moderated poster session would not be subject to support.
  - c. The application must be made to the Division Office prior to the **second Friday of March**. Applications submitted after the meeting has finished will not be considered.
  - d. Priority will be given to residents who have not previously received a travel award in the past two years. Award will not be considered for residents presenting the same research at multiple conferences.
  - e. Once all awards have been granted, no further awards will be available until the next academic year.
  - f. There will be no carry forward of unused funding in a given year to a future year.
5. Application requirements:
  - a. Accepted abstract for the research, including the acceptance letter detailing the nature of the presentation format
  - b. Details regarding the name, date and location of the meeting
  - c. A one-page outline of the proposed manuscript including the following sections: introduction, materials and methods, results, discussion and a brief list of references
  - d. Letter of support from the supervisor. If the applicant is a medical student working with a Faculty member, the Faculty member must provide justification as to why there are no other funds to support the student to attend the conference.
  - e. Upon 30 days of returning from the conference, resident must submit the following:
    - i. a 250 word description of what they learned from the meeting
    - ii. Travel expense form with original receipts flights/mileage, accommodation and meals
    - iii. Personal costs such as entertainment expenses will not be reimbursed
    - iv. When meeting expenses were incurred in the US or foreign currency, currency conversion should be performed using rates obtained at:  
<http://www.uwo.ca/finance/finexch/>.
6. If a cash advance is needed to cover certain expenses before the meeting, please contact the Program Director to discuss.