



## Laboratory Medicine Discipline Fund Internal Guidelines for Resident Travel for Research and Scholarly Work

<b>Office of Accountability:</b>	Discipline of Laboratory Medicine
<b>Office of Administrative Responsibility:</b>	Discipline of Laboratory Medicine
<b>Approver:</b>	Chair, Discipline of Laboratory Medicine
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### Overview

Research and scholarly activity is a required component of residency training as indicated in the accreditation standards of the Royal College of Physicians and Surgeons of Canada (RCPSC) and the College of Family Physicians of Canada (CFPC). Discipline Funds can be utilized to support residents who wish to present their research and scholarly work at conferences.

### Purpose

The purpose of this document is to provide guidelines for the appropriate and equitable use of Discipline Funds to support resident expenditures for expenses associated with resident travel to a conference to present their research and scholarly work.

### Scope

Residents of the Diagnostic and Molecular Pathology residency program.

### Policy

- 1.0 The Discipline of Laboratory Medicine can provide up to a maximum of \$3,000 for a resident to attend a conference to present their research and scholarly work.
- 2.0 To receive travel funding, residents must have made a significant contribution to the research and scholarly work being presented.
  - 2.1 The Discipline’s Research Lead will oversee the research and scholarly work being conducted within the discipline and its dissemination at conferences.
  - 2.2 The quality of the work being presented and the type of presentation are factors that are considered when determining if travel funding is appropriate.

3.0 Approval of funding to support resident travel to present research and scholarly work is subject to available funding and must be preapproved by the Chair and Program Director.

4.0 Residents may be able to combine their annual CPD funds with their resident travel for research and scholarly work funds at the discretion and approval of the Chair and Program Director.

4.1 Residents must make a written request to the Chair to combine CPD and travel for research and scholarly work funds.

5.0 Subsequent presentations of the same research/scholarly project at additional conferences will not receive funding.

## **Procedure**

1.0 Resident submits travel request for research/scholarly work dissemination request to Chair's Secretary

2.0 Chair and Program Director review and approve or decline request.

3.0 Request is sent to Office of Finance, Faculty of Medicine for approval.

4.0 Approved or declined request is communicated to resident via email by Chair's Secretary.

5.0 Please review Related Links.

## **Non-Compliance**

1.0 A resident who reserves flights and/or hotels before receiving approval for scholarly travel will be responsible for any fees related to cancellations in the event a travel request is declined.

## **Related Links**

1.0 Travel Request Form: <https://www.mun.ca/finance/online-forms/>

2.0 Travel Claim Form: <https://www.mun.ca/finance/online-forms/>

3.0 Travel Policy: <https://www.mun.ca/policy/browse-or-search/browse-policies/>

4.0 Submitting a Travel Claim: <https://www.mun.ca/finance/online-forms/>

5.0 Request to Combine Resident Travel for Research and Scholarly Work Funds and Resident Annual CPD Funds Form (Please see the Chair's Secretary)