



Dean's Canadian Federation of Medical Students Travel Award Application Instructions 2019-2020

1.0 Terms

- 1.1 CFMS: Canadian Federation of Medical Students
- 1.2 AGM: Annual General Meeting
- 1.3 SGM: Spring General Meeting
- 1.4 SMSS: Student Medical Society of Saskatchewan
- 1.5 UGME: Undergraduate Medical Education

2.0 Administration

- 2.1 The Dean's CFMS travel awards provide funding for students to attend the CFMS AGM and SGM.
 - 2.1.1 Three recipients will be selected to attend AGM 2019.
 - 2.1.2 Three recipients will be selected to attend SGM 2020.
 - 2.1.3 One additional recipient will be selected to attend both AGM 2019 and SGM 2020.
- 2.2 The amount awarded will be adjusted based on the location of the General Meeting and will reimburse costs associated with attendance of the meeting, as outlined by the SMSS Travel Policy.

3.0 Deadlines

- 3.1 CFMS Annual General Meeting (AGM) 2019 will take place in St. John's, NL from **September 20-22, 2019**. Travel award applications are due on **Wednesday, August 14, 2019** by 11:59PM SK time.
- 3.2 CFMS Spring General Meeting (SGM) 2020 will take place in Vancouver, BC from **April 17-19, 2020**. Travel award applications are due on Monday, February 10, 2020 by 11:59PM SK time.
- 3.3 **Late applications will not be accepted.**

4.0 Award acceptance

- 4.1 Students will be notified of travel award results within two weeks of the application deadline.
- 4.2 Students who receive travel awards are responsible for arranging their own absences with the UGME. Failure to obtain approved absences will result in the forfeit of the award.
- 4.3 Students who receive funding are required to prepare for and attend the SMSS-CFMS Roundtable meeting that is held prior to the General Meeting, as well as all sessions of the CFMS General Meeting.
 - 4.3.1 Failure to attend sessions without prior approval from the VP External may result in the **forfeit of reimbursements** upon return.



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5.0 Reimbursement

- 5.1 Expenses must be fully documented and submitted with receipts and Travel Expense Forms to the VP Finance, as per the SMSS Travel Policy.
- 5.2 Eligible amounts may be modified to match per diems set by the University of Saskatchewan, as per the SMSS Travel Policy.
 - 5.2.1 Amounts to be reimbursed will be reviewed at the SMSS-CFMS Roundtable meeting.
- 5.3 Reimbursement will be issued via cheque or e-transfer within 14 days of successful presentation of receipts following the General Meeting.

6.0 Eligibility criteria

- 6.1 Students may not have previously received the Dean's CFMS Travel Award.
 - 6.1.1 In the event that a CFMS-designated delegate of the SMSS is unable to attend, a student who has previously received the Dean's CFMS Travel Award may receive general funding without the award title.
- 6.2 Students must be in good academic standing.

7.0 Selection criteria

- 7.1 Applications will be awarded points for the relevance and clarity of the student's answers to the following questions:
 - 7.1.1 CFMS General Meetings are opportunities to develop leadership skills and discuss issues pertaining to medical education, advocacy, global health, and more. Why do you want to attend the CFMS General Meeting? (250 words max)
 - 7.1.2 One beneficial aspect of CFMS General Meetings is breakout sessions where students can share ideas and concerns unique to their schools. What do you plan to take away from and contribute to these sessions? (150 words max)
 - 7.1.3 CFMS General Meetings are also a time to vote on issues affecting Canadian medical students. How will you objectively represent your U of S peers? (150 words max)
- 7.2 Applications for the dual award (as outlined in 2.1.3) will also be awarded points for the relevance and clarity of the student's answers to the following question:
 - 7.2.1 Who is one person on the CFMS Board that you would like to speak to and what would you speak to them about? (200 words max)
- 7.3 Applications will be graded by a minimum of three members of the SMSS Funding Committee. Funding Committee members applying for the award will not be eligible to grade applications. Applications will be de-identified before they are graded.