DEPARTMENT OF PATHOLOGY AND LABORATORY MEDICINE
UNIVERSITY OF OTTAWA
EDUCATIONAL FUND GUIDELINES FOR
ANATOMICAL PATHOLOGY RESIDENTS

Purpose:

Educational fund is primarily intended to encourage residents to present their scientific/research/scholarly activities at local, provincial, national and international scientific meetings/conferences with the approval of the Program Director.

1. Administration:

The fund is administered by the University of Ottawa through Anatomical Pathology Residency Program with the approval of the Program Director.

2. Eligibility:

The fund is available for PGY2-PGY5 residents in Anatomical Pathology. Residents may apply to the fund to support travel and other related expenses to local, provincial, national or international meetings at which the resident is presenting a paper or poster.

Each resident may apply to attend a scientific session for educational purposes, once during his/her training program, without the pre-requisite of having to present a paper or poster.

Residents may also attend other educational activities (such as national and international courses) suited to their levels of training provided that the resident has already presented his or her work at a local, provincial, national or international meetings/conferences with the approval of the Program Director.

3. Coverage:

Residents may apply for up to a maximum of $2,500 per year to defray the cost of travel, accommodation, meals and registration; personal expenses are not covered. Reimbursement may depend on the available funds in that particular year. Proof of
attendance and presentation at the meetings/conferences/course and original receipts of all expenses must be provided to the program prior to reimbursement.

4. Limitation:

Residents may receive an allotment from the fund only up to $2500 per academic year, July through June.

5. Unused portion of fund:

If the total amount of the fund is not used up by any given resident per year, this amount may be used to purchase books as long as the resident has fulfilled the other requirements for using the educational fund stated above.

6. Application:

Residents should contact the Program Director or Administrative Secretary well in advance, preferable 3 months ahead of the meeting.

Application requires the written approval of the supervisor and or the Program Director.

These guidelines will be reviewed on an annual basis.

Updated May 3, 2016