Departmental Policy

FUNDING POLICY – STUDENT-LED GROUPS/INITIATIVES

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Approval Authority
Associate Dean, UME

Implementation Authority
Finance Manager, UME

Effective Date
February 28, 2017

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February 28, 2017

Purpose

1 To establish a policy that allows undergraduate medical education students to apply for financial support from the Undergraduate Medical Education Department (UME) for CMSA student groups or other student-led initiatives.

Scope

2 This policy applies to all undergraduate medical students who have created a new group or who are participating in existing CMSA or other groups or organizations that are available to all students. This policy refers to new or returning events.

Definitions

3 CSM – Cumming School of Medicine
UME – Undergraduate Medical Education
CMSA – Calgary Medical Students Association

Policy Statement

4 It is important to support the personal, professional and social success of medical students. This policy will provide an avenue for funding which is available to all UME students who are interested in enhancing their student experience with involvement in an educational (i.e. addressing any gap in the UME curriculum), humanitarian, cultural or other cause that will benefit other UME students or the community at large.

The event should contribute positively to CSM undergraduate student experience and align with the CSM mission statement:

- *"An innovative medical school committed to excellence and leadership in education, research and service to society."*

Eligibility for funding will be based, but not limited to the following criteria:
- The event should provide the opportunity for all students to participate in activities that supplement the formal curriculum. Examples include leadership, inter-professional experiences, wellness and diversity initiatives, etc.
- Funding is not available for activities that are already included in the UME curriculum, or those focused at other levels of training.
- The event should be accessible to all students and not limited to members of a special interest group
- The student group organizing the event must disclose other revenue sources for the event and provide a budget outlining how UME funds will be spent, as well as a final reconciliation of usage of funds
- A brief document will be provided to UME Management that reports on the success and outcome of the event

Available Funds

As part of UME's overall commitment to social accountability, funding provided will be to a maximum of $1,000 per event. The yearly maximum for student-led initiatives is capped at $5,000.

Eligible Expenses
- Speaker fees and associated expenses (e.g. travel)
- Room and equipment rental required for the event
- General office supplies (e.g. name badges, paper, pens, etc.)
- Printing expenses
- Purchase of small gifts/tokens of appreciation for external subject matter experts
- Speaker fees for subject matter experts
- Other operating expenses that are not excluded below, subject to UME approval

Ineligible Expenses
- Purchase of food or beverages * (please refer to Section 5, Notes)
- Charitable donations
- Alcohol-related expenses
- Expenses that are capital in nature (e.g. no purchasing of equipment)
- Funding for events for skills that are already taught in the UME curriculum, or if the skill is "extra" and only applies to a certain subset of interested students

Application Process

Organizers must first apply to the CMSA for funding support. As there are three allocation periods for CMSA funding, the organizers of the event must plan in advance so that they know whether they were successful in receiving CMSA funding before approaching UME.

Applications must include the following information:
1. Name of student group / initiative
2. Description of the event / activity, including the purpose, date and anticipated number of attendees
3. Cost for attendees (if any)
4. Impact of event / activity on school/medical community or student life
5. Amount of funding requested
6. Plan for use of funding
7. Other expected and/or confirmed sources of funding for the event and amount
8. Contact information

Notes   **5**   The intent of this policy is to provide funding for the education portion of the event, i.e. speakers, supplies as indicated. Paying for food is not the intent of the funding. However, UME may make an exception on a case-by-case basis for the funding of catering costs.

Approved: Dr. Sylvain Coderre
                 UME Management

Effective: February 28, 2017