

CFMS GENERAL MEETING TRAVEL FUNDING REQUEST

Promoting engagement of medical students within the CFMS

CFMS AGM: September 22-24, 2017 • Ottawa, Ontario



The **Canadian Federation of Medical Students** is the national voice of Canadian Medical Students. We connect, support and represent our membership as they learn to serve patients and society.

The CFMS, in partnership with MD Financial Management, has set aside funds for the 2016-2017 academic year to provide financial assistance for CFMS member medical students who wish to attend our Annual General Meeting, held 22-24 2017 in Ottawa, Ontario. All funding is subject to our CFMS Travel Policy, which can be viewed online at [CFMS Travel Policy](#).

Applicants who are selected to receive a travel award are reimbursed for their cost of travel to the meeting, in accordance with the CFMS Travel Policy. The registration fee is also waived for travel award recipients, and accommodation is provided in a hotel room shared with 3 other travel award recipients of the same gender. Accommodations for recipients are arranged directly by the CFMS and any other accommodation (i.e. in another hotel room) cannot be reimbursed.

This initiative supports non-elected members to attend CFMS meetings with the goals of fostering greater member awareness of CFMS structure and function, promoting increased interest in the CFMS and facilitating increased participation in CFMS activities.

The application process is competitive and the CFMS routinely receives a far greater number of applications than the number of funded spots available. Applicants are selected based solely on the merits of their written application as judged by a selection committee.

Please speak with your school's CFMS Representative for more information on these meetings and visit www.cfms.org to find out more about the CFMS.

Eligibility:

- 1) Applicant must be a medical student at a CFMS Member School in Canada, or an individual member of the CFMS (studying at a Canadian Medical School in Quebec).
- 2) Applicant must not be the current President of their Medical Student Society, CFMS Representative (Jr. or Sr.), or a Global Health Liaison. Likewise, CFMS Officers and Representatives to External Organizations who are separately funded are not eligible.
- 3) Medical students who have previously been awarded a CFMS General Meeting Travel Award are not eligible to apply for a second award.
- 4) Travel award recipients must be present for the start of the meeting (8:30am on Friday, September 22nd, 2017) and **must be present for the entire length of the meeting** in order to be eligible for funding. Accommodations for travel award recipients will be provided for the nights of Thursday September 21, Friday September 22, and Saturday September 23 only.
- 5) Travel award recipients will be required, after the meeting, to submit one paragraph outlining their experience at the meeting. Reimbursement for travel will only be issued once this has been received by the CFMS.

Application instructions – PLEASE READ CAREFULLY:

- 1) Applicants are requested to complete the online Travel Award Request Form which includes a short blurb of maximum 300 words. Here is the link:
<https://goo.gl/forms/ute9pvYkh23hkknP2>
- 2) Completed application forms must be submitted online no later than **11:59pm EST August 25th, 2017**. Applications received after the deadline will not be considered.
- 3) Once submitted, applications will be blinded and evaluated by members of the selection committee.
- 4) Applicants will be notified of funding decisions by **September 1st, 2017**.
- 5) Applicants are strongly suggested to notify their school of their intention of attending the CFMS AGM as to ensure adherence to each school's absence and leaves policy. (ex. McGill applicants would need to apply for Leave of Absence 42 days ahead of AGM)
- 6) Applicants are kindly **requested to refrain from registering for the CFMS AGM** prior to receiving a funding decision; travel award recipients will be able to register for the meeting when they notified of the funding decisions.
- 7) Travel award recipients will be sent detailed instructions requesting travel confirmation. Travel must be booked to allow the recipient to attend the entire meeting.
- 8) Travel award recipients will be reimbursed for their travel, in accordance with the CFMS Travel Policy, after they have submitted both an expense report and a paragraph summarizing their experience at the meeting. Cheques are usually issued within 2 weeks of receipt of these documents.
- 9) Travel award recipients must submit their expense report and summary paragraph by **October 25th, 2017** at the latest in order to be reimbursed.