

Funding is available from the Dean's Office for Queen's Medical Students presenting original work accepted at a recognized academic conference. The maximum per student is \$1,000 in Canadian funds per academic year (i.e. September 2005 to August 2006).

Receiving funding is a three step process:

**STEP 1 - OBTAIN APPROVAL FROM UNDERGRADUATE MEDICAL EDUCATION OFFICE (UGME)**

All students are required to complete the Approval for Time Off form which can be found at [http://meds.queensu.ca/undergrad/documents/approval\\_time\\_off\\_001.pdf](http://meds.queensu.ca/undergrad/documents/approval_time_off_001.pdf) . Students will receive notification of approval for time off via email from the Undergraduate Medical Education Office. In the event that this activity takes place outside of Canada, students are required to complete the steps listed under International Activities on the UGME website at

[http://meds.queensu.ca/undergrad/index.php/international\\_activity](http://meds.queensu.ca/undergrad/index.php/international_activity) . Students who have not received approval for time off prior to their departure or have not adhered to the policies related to International Activities will not be eligible for funding. You will receive a response to your request (for time off and permission to travel) within two weeks of submitting your request - provided that you have filled out the required forms completely and accurately. **If you have any questions regarding Step 1 please contact Jacqueline Schutt in the Undergraduate Medical Education Office at 533-6000 ext. 75163 or at [elect@meds.queensu.ca](mailto:elect@meds.queensu.ca)**

**AFTER YOU HAVE RECEIVED APPROVAL FROM UGME :**

**STEP 2 – SEND DETAILS REGARDING CONFERENCE AND YOUR PRESENTATION TO DEAN'S OFFICE (DR. DAVID WALKER)**

Send some details about your presentation and what you expect your expenses will be. Also, please indicate if this is the first time you are requesting funding from us during the current academic year (September 2005-August 2006). Email this information to [deanfhs@post.queensu.ca](mailto:deanfhs@post.queensu.ca). You will receive a response to your request (for funding) within a week. **If you have any questions regarding Step 2 please contact Debra Allen in the Dean's Office at 533-6000 ext. 74064 or at [deanfhs@post.queensu.ca](mailto:deanfhs@post.queensu.ca)**

**STEP 3 - OBTAIN REIMBURSEMENT FROM FINANCE OFFICE**

The Faculty of Health Sciences Finance Office will receive notification of your approval for funding and your permission to travel. Receipts must be submitted in order to obtain reimbursement. Funding can be provided in advance if necessary, and if adequate lead time is given. It is suggested that you contact the Finance Office prior to your departure so you can discuss receipts, boarding passes, allowable expenses, etc. Upon your return submit your documents to the Finance Office, which is located in Botterell Hall, Room 217. **If you have any questions regarding Step 3 please contact Jessie Griffin, Senior Finance Officer at ext. 77988 or at [griffinj@post.queensu.ca](mailto:griffinj@post.queensu.ca)**