

## **SCOPE:**

These terms and conditions apply to all Royal Victoria Regional Health Centre (RVH) employees, students/residents/fellows, and professional staff seeking financial support to help defray costs associated with presenting their scholarly work at academic conferences.

## **GENERAL STATEMENT:**

**Accelerate Teaching and Research** is a major focus of RVH's patient-centred **MY CARE** strategic plan. Disseminating research findings at academic conferences is an important part of professional and personal development; however, attending these conferences can be prohibitively expensive, particularly for investigators without dedicated research funding.

The RVH Research Institute is committed to supporting employees, students/residents/fellows, and professional staff who wish to attend domestic or international academic conferences to present original research findings in their chosen fields. A small, dedicated fund designed to provide partial financial support to help defray costs associated with registration, travel, accommodation, and meals that are incurred while attending these conferences is available. Funds are administered in the form of a travel award, with researchers being reimbursed upon receipt and approval of all required documentation by a peer-review panel. Dispersal of funds are subject to the terms and conditions described below. All monetary values are in Canadian Dollars (CDN).

## **SOURCE OF FUNDING**

The RVH Research Travel Award is funded through the efforts of the RVH Foundation.

## **DEFINITIONS:**

**Conference:** Coordinated programs of academic learning or meetings or symposiums focused on gaining knowledge in a specific subject area. They are usually several days in length, occur on an *ad hoc* basis, typically not on RVH property, and have an associated registration cost.

**Eligible Travel Expense:** Includes the cost of registration, travel, and/or meals when required to attend conferences, either domestically or internationally. Alcohol is not an eligible expense and will be deducted from the award. Original Receipts must be produced for each claimed expense. Please refer to the *RVH Travel and Business Expense Policy* for detailed information on eligible and non-eligible expenses. RVH employees are responsible for seeking the appropriate approvals from their leaders before travelling.

**Original Receipt:** An original record of purchase. Original Receipts are required whenever they are available. The document must itemize all expenses related to a purchase. Legible photocopies, digital images, and printouts of itemized invoices with proof of payment are acceptable when an original receipt is not issued. Please note that credit card receipts do not qualify as proper documentation.

**RVH Research Council:** The RVH Research Council was established in December 2013 with a mandate to accelerate research by advising on research strategy and infrastructure, and by providing research leadership through advocacy and mentorship. The membership of the RVH Research Council is as follows:

Research Council Members:

- Chief Research Scientist
- Vice President, Academic and Medical Affairs (Chair)
- CEO, RVH Foundation
- Director, Academic and Medical Affairs
- Research Manager, Academic and Medical Affairs
- Physician Leaders (2-8)
- Staff Leaders (2-8)
- Community Partners (2-4)
- Patient Representative (1-2)

**Research Travel Award:** A sum of money awarded (in the form of a reimbursement) to defray costs associated with attending an academic conference to present original research.

**PROCEDURE:**

The RVH Research Institute shall administer the Research Travel Award in accordance with the eligibility criteria below. Applications will be reviewed and approved by members of the RVH Research Council.

Eligibility Criteria:

1. Applicants must be RVH employees (full-time or part-time with a minimum 0.3 FTE appointment) or professional staff to be eligible to apply for the Research Travel Award
2. Applicants may receive only one (1) Research Travel Award per fiscal year (April 1-March 31) to attend either a domestic or international conference
3. Applicants must present their own original work as a poster or talk at the conference they are applying for travel funding to attend
4. Applicants must be listed as the primary and/or corresponding author on the abstract that has been accepted

5. Applicants must provide evidence they were invited to present a poster or a talk at the conference. Evidence may be in the form of a letter or email from the conference organizer addressed to the applicant, or a copy of the page of the conference program that lists the applicant's abstract or presentation. The applicant's name must be clearly listed as a presenter
6. Successful applicants are expected to apply to present their research at the annual RVH IGNITE Research Conference
7. RVH must be indicated as an institutional affiliation on the abstract and future publications involving the same research
8. When possible, applicants should acknowledge the contributions and support of the RVH Foundation
9. RVH employees and affiliated professional staff may submit an application on behalf of a student, resident, or fellow studying at RVH to receive the RVH Travel Award, provided the RVH employee or affiliated professional staff is the primary and/or corresponding author
10. RVH employees and professional staff may only sponsor one (1) student per fiscal year (April 1-March 31) to receive the RVH Travel Award
11. The Family Medicine and Teaching Unit may receive up to three (3) awards per fiscal year
12. The presented work must be deemed to have significant scholarly impact by the RVH Research Council
13. Applications that have been rejected may not be re-submitted
14. Only a limited number of Research Travel Awards are available for each fiscal year and meeting the eligibility criteria does not guarantee receipt of funding. The number of RVH Travel Awards available each year is contingent upon the availability of funding

### Application Process

1. Applications are accepted on a rolling basis
2. Applicants must complete and submit the Research Travel Award Application within sixty (60) days of attending the conference
  - a. If desired, applicants may request pre-approval by submitting a completed Research Travel Award Application form prior to attending the conference. Please submit pre-approval requests at least thirty (30) days before the conference. Pre-approved applicants will be required to submit all remaining submission documents, including Original Receipts, within sixty (60) days of attending the conference to be reimbursed
3. Submissions must be accompanied by:
  - a. Evidence of abstract acceptance
  - b. Detailed summary of itemized expenditures
  - c. Original Receipts
4. Submit the material above to:  
Dr. Jesse McLean, Research Manager  
Centre for Education and Research, Room 3355

Royal Victoria Regional Health Centre  
201 Georgian Drive,  
Barrie, ON L4M 6M2  
[research@rvh.on.ca](mailto:research@rvh.on.ca)

5. Each application will be reviewed by two (2) members of the RVH Research Council. Reviewers will declare that no conflict-of-interest exists and recommendations for funding will be made based on scholarly impact. When consensus is not reached between the two reviewers, the recommendations of a third member will be followed
6. Award notifications will be made within thirty days (30) of submission
7. Applications that are incomplete or do not use the official form will be returned to the applicant for revision

## Reimbursement

1. The RVH Research Travel Award may be used in combination with other travel grant funds, however, applicants must declare all additional travel grants they are receiving for the event
2. The maximum amount of funds that may be disbursed to an applicant (per award) is \$1,500 CDN
3. It is the applicant's responsibility to retain all Original Receipts and photocopies of submitted receipts. In the event that an Original Receipt cannot be obtained, reimbursement will be awarded at the discretion of the Research Council. In the event of a reimbursement discrepancy, RVH maintains the right to deny funding to the applicant.
4. If approved, the claimant will receive reimbursement in the form of a cheque for the amount approved by the Research Council. Cash advances to fund travel are not permitted
5. Reimbursement is provided only to the individual who has incurred the expense
6. For pre-approved applications, if the conference is postponed, an addendum should be sent to the RVH Research Office ([research@rvh.on.ca](mailto:research@rvh.on.ca)) within a timely manner informing them of the situation

## Responsibilities

RVH employees are responsible for managing their availability and responsibilities during the time of travel. Scheduling and coverage arrangements should be made by employees with their department to minimize disruption of their absence.

## Recognition

To recognize awardees, all successful applicants must agree to have their name, department, and conference information published on the RVH, RVH Foundation, and RVH Research Institute websites.

## Final Approval

The RVH Research Council shall make all recommendations for funding and shall have final approval over all funding decisions.

## References

The RVH *Travel and Business Expense Policy*. Retrieved on June 29, 2018 from <http://rvconnect/policies/SitePages/Policies%20and%20Documents.aspx>