GRADUATE STUDENT PROFESSIONAL & CAREER DEVELOPMENT FUND

BACKGROUND
The College of Pharmacy will support its graduate students with:

- $1,500 per program for an MSc assigned once ($750 per year for Y1 and Y2)
- $3,000 per program for a PhD assigned once as $1,500 ($750 per year for Y1 and Y2), with the opportunity to apply for a second $1,500 ($750 per year for Y3 and Y4)

Note: Supervisors are encouraged but not required to contribute $250 per year, thereby providing total funds up to $2,000 per program for an MSc assigned once; and up to $4,000 per program for a PhD assigned first as $2,000, with the opportunity to apply for a second $2,000.

Administration of Funds
- Funds will be administered by the Office of the Associate Dean, Research (ADR).
- Funds will be assigned in two parts; at the commencement of the student's program and the halfway point.
- Funds from the first assignment cannot be carried over once the second assignment has been distributed.
- Unused funds will be returned to the College.

Use of Funds:
- The fund is to be used to support professional and career development that supplements the student’s graduate program (i.e., not to cover tuition or fees).
- All requests must be pre-approved by the supervisor as relevant in content and reasonable in cost. All forecasted expenditures must be approved by the ADR’s office.
- The student is expected to maintain an annual professional membership in at least one professional organization related to their studies. The fund can be used to cover membership fees.
- For conference travel, students should also search and apply for additional support. Some sources may include conference awards, UM Graduate Studies and UM Graduate Students' Association.
- Students should familiarize themselves with the following guidelines:
  - Rady Faculty of Health Sciences Travel and Business Expense Guideline
  - University of Manitoba Procedure: Travel and Business Expense Claims

Rady Faculty of Health Sciences

umanitoba.ca/pharmacy
Complete Part 1 below and submit it to the Research and Graduate Program Coordinator at Natalie.Scofield-Singh@umanitoba.ca. If approved, it will be returned to you for completion of Part 2.

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<tr>
<th>UM student #</th>
<th>Surname</th>
<th>First Name</th>
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<th>Phone (daytime)</th>
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<th>Program of Study</th>
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Brief description of request: *(maximum 200 words)*

Relevance to professional or career development: *(maximum 200 words)*

Other funds requested (check all that apply):

- [ ] FGS
- [ ] UMGSA
- [ ] Other
- [ ] N/A

Total estimated cost: [ ]

Amount to be requested from college fund: [ ]

Signature

By signing this request, the student is confirming that sufficient funds are available in their Professional and Career Development allocation.

______________________________  __________________
Student Signature              Date

By signing, the supervisor is confirming that the request is relevant and reasonable.

______________________________  __________________
Advisor Signature              Date
# Items for Reimbursement

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Total amount requested for reimbursement: $

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**Prior to submission of part 2, please ensure you have:**

- Familiarized yourself with the UM and Rady Faculty of Health Sciences polices as listed above.
- Completed the personal information section.
- Itemized all expenses for which you are requesting reimbursement.*
- If relevant to your request, include: conference agendas, travel itineraries, registration documentation, flight boarding pass etc.

*Original receipts are required for all reimbursements. If you are submitting meal reimbursements, a per diem allowance will be claimed in most cases. Please indicate which meals you are being reimbursed for, i.e. breakfast, lunch or supper.

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**Signature**

By signing, the student is confirming that these costs are not being reimbursed from another source.

__________________________________________  _________________
Student Signature  Date

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**Submission**

Submit completed form and supporting documents to:

Natalie Scofield-Singh  
Research and Graduate Program Coordinator  
College of Pharmacy, Rady Faculty of Health Sciences  
143 Apotex Centre, 750 McDermot Ave.  
Winnipeg, MB R3E 0T5

Tel. 204-480-1497 | Natalie_Scofield-Singh@umanitoba.ca

Updated March 2020