



UM | Rady Faculty of Health Sciences
College of Pharmacy

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College of Pharmacy - Graduate Student Professional and Career Development Fund

The College of Pharmacy aims to support the professional development of graduate students through the presentation and sharing of their research work at scientific conferences and venues.

This support is available to graduate students registered in the College of Pharmacy with funds up to a maximum of \$750 per year of enrolment (each year beginning with the term that the student enrolls) provided that these funds are matched with funding from their supervisor. The total amount can exceed \$1,500 (\$750 from the GSPC fund and \$750 from grants), through additional funds coming from the sponsoring fund.

The combined funding may be used to support the following activities:

- Travel to conferences at which the student is giving a talk or presenting a poster.
- Registration for in-person and online conferences at which the student is giving a talk or presenting a poster.
- Printing a poster for a national or international conference.
- 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 match costs of membership fees for that organization (one per student).

This match is requested at the time of travel pre-approval and is subject to all terms of the matching grants. In all cases, spending will be in alignment with Tri-Agency travel policies (https://www.nserc-crsng.gc.ca/interagency-interorganismes/TAFA-AFTO/guide-guide_eng.asp).

The intention of this fund is to allow students to obtain experience presenting their work at scientific conferences.

Administration of Funds:

- The chair of the PGSC and/or the Administrative Services Manager will respond to questions related to the use of funds and refer requests for exceptions to the Dean.

- Funds **cannot** be carried over between years. An MSc student has 2 pools of \$750 matching funds (one per year of enrollment) and a PhD student has up to 4 pools. Pools cannot be combined, even if an event is near a date boundary.
- Unused funds will be returned to the College.
- Overtime students (years 3+ for MSc; 5+ for PhD) are not eligible for matching.
- This policy applies Jan 1st, 2023 and supersedes all previous versions of the policy.

Use of Funds:

- The fund is to be used to support professional and career development that supplements the student's graduate program
 - This matching program explicitly does not match expenses for items such as: tuition, fees, online classes, computers, software, data purchase, laboratory expenses.
- All requests must be pre-approved by the supervisor as relevant in content and reasonable in cost, and matched as per guidelines. The request must be made as a part of the general pre-approval for travel expenses.
- For conference travel, students must also search and apply for additional support, beyond these matching funds and the sponsoring grant.
- Students should familiarize themselves with the following guidelines, as these will be applied to all expenses:
 - Rady Faculty of Health Sciences Travel and Business Expense Guideline
 - University of Manitoba Procedure: Travel and Business Expense Claims

COLLEGE OF PHARMACY

RESEARCH STUDENT TRAVEL EXPENSE

PRE-APPROVAL FORM

Please complete this form **prior** to travel or expense and submit it along with a planned leave or expense request to Pharmacy.GradStudies@umanitoba.ca.

Student's Name: _____

PhD ☐

UM Student #: _____ Year in Study: _____

MSc ☐

Brief description of the request:

Expense Cost:

Flight	
Accommodations	
Meals (Meals with Receipts, Per Diems, Hospitality)	
Transportation (Rental, Taxi, Parking, etc.)	
Conference Registration	
Professional Development	
Professional Membership	
Other Expenses: _____	
Total Estimated Cost:	

Travel Information: (if applicable)

Destination(s):

Departure Date: _____

Return Date: _____

Relevance to professional or career development:

	FUND #	ORGANIZATION #	PROGRAM #	Amount
Advisor's Funding Account				
Advisor's Funding Account				
TOTAL:				

Student's Signature:

Print Name

Signature

Date

Advisor's Approval:

Print Name

Signature

Date

CoP's Approval:

Print Name

Signature

Date