

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](#)



UM student #	Surname	First Name		
Street Address		City	Province	Postal Code
Phone (daytime)	UM Email	Program of Study		Year of Study
Brief description of request: <i>(maximum 200 words)</i>				
Relevance to professional or career development: <i>(maximum 200 words)</i>				
Other funds requested (check all that apply):				
FGS	UMGSA	Other	N/A	
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			
Item	Cost	Item	Cost
Total amount requested for reimbursement:			\$

Prior to submission, please ensure you have:

- Familiarized yourself with the UM and Rady Faculty of Health Sciences policies 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, ie. breakfast, lunch or supper.*

Signature	
By signing, the student is confirming that these costs are not being reimbursed from another source.	
_____	_____
Student Signature	Date
_____	_____
Associate Dean, Research Signature	Date

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