Purpose:

The purpose of this policy is to detail the guidelines surrounding the use of FMRSP funding for Family Medicine Residents.

Policy:

A Resident completing their FMRSP scholarly or research project can request access of up to $250 in funding. All procedures below are to be followed to ensure the request is considered. Expenses cannot be incurred before approval is given.

Procedure:

1) Approval: Requests for access to FMRSP funding must be sent to the FMRSP Administrator by email to fmrspdfm@uottawa.ca with the associated FMRSP Supervisor copied. Requests will be considered on a case-by-case basis and can include such expenses as payments to statisticians, subscriptions to survey tools, and mail out costs. Monetary compensation such as gift cards for participation in surveys will not be approved. Expenses cannot be incurred before approval is given.

2) Timelines: Residents can request funding for costs incurred before the final report is submitted.

3) Reimbursement: All original receipts must be submitted to the FMRSP Administrator before reimbursement will be issued.