



Policy Name:	Family Medicine Resident Scholarly Project (FMRSP) Financial Support
Approved By:	Resident Program Committee (RPC)
Date Last reviewed:	Nov 2 2023
Contact Department:	P/G Program Manager dfmpgmanager@uottawa.ca

Purpose:

The purpose of this policy is to clarify the use of FMRSP Funding by Family Medicine Residents for their FMRSP project.

Policy:

All residents (PGY1, 2, 3) completing their FMRSP Research or Scholarly Projects can access up to \$250 in financial support. The procedure identified below must be followed:

Procedure:

- Submit the funding request via e-mail to fmrspdfm@uottwa.ca, with a copy to the FMRSP Supervisor, describing the proposed expense and approximate cost.

Examples of eligible expenses: professional fees (ex: statistician, translator), subscription (software, survey tool, transcription), reference material and supplies (books, USB key, notebooks); examples of non-eligible expenses: gift cards, survey participants' compensation.

- The FMRSP Coordinator will communicate the decision about the financial support to the resident within 3 days of the request. Prior approval is required before incurring expenses.
- Submit a PDF copy of the receipts (dated within the last 60 days) to the FMRSP Coordinator for reimbursement. The coordinator will complete the DFM reimbursement form on behalf of the resident and ensure payment is issued by the DFM finance office, via direct deposit, to the resident.