



NOSMU
Student Council

**Student Travel Allocation Fund
Committee
Terms of Reference & Protocol**

The NOSM and NOSMUSC recognize the importance of networking and professional development, both for the personal growth of students and for the school's continued growth. Students are encouraged to participate in provincial and national conferences/events where other Canadian medical schools are in attendance, to learn and to represent NOSM. The Student Travel Fund has been established to assist students with costs incurred to attend these events.

The Student Conference Travel Funding Allocation Committee ("The Committee") has primary responsibility to establish the criteria and adjudicate applications for the Student Travel Fund. The Committee will review student conference travel applications and allocate funding, as per the Committee protocol and in accordance with NOSMUSC and NOSM policies and protocols.

Functions

The Committee will be responsible to:

- Review and approve applications for funding to attend conferences and workshops made by registered students in accordance with the stated Committee protocols.
- Ensure that the available funding is administered fairly and in accordance with NOSMUSC and NOSM policies and protocols.
- Monitor and make improvements to the protocol as required.

Membership

- Co-Chair – NOSMU Student Council Vice President of Finance Sr
- Co-Chair – NOSMU Student Council Vice President of Finance Jr
- 1 student representative from the East
- 1 student representative from the West
- 1 representative from Learner Affairs
- 1 representative from Finance
- 1 representative from the Faculty

The non-student positions may carry over each year.

Protocol Statement/Rationale

This protocol establishes guidelines for a fair process in determining eligibility for funding and that any expenses incurred while attending the event are in adherence with established financial procedures at NOSM.



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Applicability

This protocol applies to all students registered in the undergraduate medical education program.

Eligible conferences could include both in person and virtual:

- 1) Representation at provincial and national medical organizations
- 2) Education seminars not available in our area
- 3) Academic-related social activities aimed at creating a working relationship between schools

Responsibilities

- The allocation of funds to students will be by a Student Travel Funding Allocation Committee ('the Committee') whose membership is determined by the Student Travel Fund Allocation Committee terms of reference.
- The Chair and student representative positions will be 1-year terms. The non-student members of the committee may carry over each year.
- For all meetings of the Committee, a quorum for discussions and funding allocation decisions will be considered to be **four** of seven members. In the case of Conflicts of Interest (as defined below), quorum will be reduced such that for any application with a declared Conflict of Interest, quorum will be **three** members.
- The Committee will review applications 3 times per fiscal year (as defined below).
- Voting via email will be conducted for issues requiring approval for funding deadlines that could not be completed at scheduled meetings, or which the Chair feels would require resolution before the next scheduled Committee meeting. A written record of the vote shall be recorded in the minutes of the meeting.
- Funding payment is administered by the NOSMUSC VP Finance. Funds are provided by NOSM to the NOSMUSC for distribution. Approved applications and receipts will be submitted to the Director of Learner Affairs for review of compliance with NOSM protocol. Once approved, the Director of Learner Affairs will forward the information to NOSM Finance for transfer of funds to the NOSMUSC.
- Students are responsible for sharing new skills and knowledge learned at the conference/event with others at NOSM.



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Forms

- Student Travel Funding Application; online form available on the NOSMUSC website or by direct email to students from the NOSMUSC VP Finance.

Procedure

Students must complete the online application form “Student Travel Funding Application”, available at the NOSMUSC website or emailed to them by the NOSMUSC VP Finance. This form and accompanying receipts must be completed and submitted within 30 days of attending a conference. Incomplete applications will not be considered.

Applications should not be submitted before attending the conference with the exception of conferences occurring in April where applications will be accepted with estimates of claims. Students applying outside of the above parameters may not be considered for funding at the discretion of the Committee.

Conferences must have been attended within the fiscal year to which the applicant is applying, which runs May 1-April 30 of each year.

Following completion of the online form, an automated email will be sent to the student indicating required receipts and where to send receipts. Receipts must be received electronically or in hardcopy by the NOSMUSC VP Finance within 30 days of attending a conference.

Applications will be compiled and blinded by the NOSMUSC VP Finance. The blinded compilation will then be provided to the Committee for consideration.

If approved for funding, receipts must be received before any funds will be distributed.

Reimbursement

- All students must be registered NOSM students during the period of travel in order to be reimbursed.
- Electronic or original hard copy receipts must be received by the NOSMUSC VP Finance no later than 30 days after the conference, but prior to April 30 of the fiscal year.
- When meals are included in the conference fee, the meal claims should be reduced accordingly. All meal claims must be accompanied by an itemized receipt. Meal claims cannot include alcohol and reimbursed at the rate as determined by NOSM.



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- Requests for funding cannot be considered if the student receives academic credit (this includes electives), a wage, or honorarium for attending. However, awards received while attending a conference (for a research submission, for example) will not affect a student's funding request.
- Students have a professional responsibility to be fiscally responsible with their expenses. Where a personal vehicle is the method of travel, the standard mileage will be reimbursed only to the owner if driving is shared. Students are required to attach a KM calculation from a map website (Example: MapQuest or Google Maps). The rate at which KM will be reimbursed is \$0.42/KM.

Application Review

The committee will meet three times a year to consider new applications, as follows:

- In the fall term, after the NOSMUSC Fall Elections, to consider all applications submitted at that time for travel between the start of the fiscal year (i.e., May 1) and the time of the meeting. At this meeting, the Committee will approve applications for preliminary funding, which is a maximum amount of funding per student, typically \$100.00.
- In the winter term, to consider all applications submitted between the time of the previous meeting to the time of the current meeting. At this meeting, the Committee will approve applications for preliminary funding.
- The final meeting, in May following the end of the NOSM fiscal year, to consider all remaining applications. At this meeting, new applications not yet considered will be approved first for preliminary funding. Then all applications for the fiscal year, including the ones provisionally approved for preliminary funding, will be re-reviewed and all remaining funds will be considered for allocation.
 - For clarity, applications considered for the first time at the May meeting may receive *both* preliminary and final approval at this meeting.
- A summer meeting, at the discretion of the Committee, to review potential process changes and to review success of the previous year. Should this meeting be held, changes to the amount of preliminary funding available to students will be decided at this meeting and will be applicable for the subsequent fiscal year.

The Committee will consider a greater amount of funding for applicants who were active participants in a scholarly and/or professional conference (e.g. presenting a paper; chairing a session; being a discussant)

Fund allocation of remaining funds at the final meeting will be made based on the following priority:



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1. A student presenting at a provincial or national conference, who is incompletely subsidized for the trip.
2. A student attending an academic conference, who is otherwise not fully reimbursed for the trip.

So as to encourage financial accountability and to maximize the number of students to which funding can be allocated, travel will not be fully funded. Funding for domestic events will be at a maximum level of 70% of the requested amount. Funding for international events will be at a maximum level of 50% of the requested amount, supporting NOSM's mandate for northern and rural medicine in Canada.

Conflict of Interest

This policy is intended to ensure the highest business and ethical standards and the protection of the integrity of the members of this Committee. Members owe a fiduciary duty to NOSM and the Committee. Included in that duty is the requirement to avoid conflicts of interest. The term "conflict of interest" refers to a situation where financial, professional or other personal considerations may compromise, or have the appearance of compromising, a Committee member's judgment in carrying out his or her fiduciary duties. All members must understand their duties when a conflict of interest arises.

Examples of Conflict of Interest: Situations where a conflict of interest might arise cannot be set out exhaustively. Conflicts of interest generally arise when a member is directly or indirectly interested in a funding application made to the Committee and as such, may be compelled to act in self-interest for a collateral purpose, or when a member and his or her family will gain or be affected by the decision of the Committee.

Special Considerations: The Committee's structure creates automatic potential conflicts, especially given the student roles on the Committee. These structural conflicts need not be a bar to participation in discussions. In these circumstances the members are aware of the potential for conflict of interest and as a practical matter, it should not be necessary to make note of the potential conflict in regular meetings. Where the potential for conflict might not be obvious, the potential conflict of interest should be declared and recorded in the minutes so that all members are aware. This places an extra burden on members to be acutely aware of when their actions and/or other responsibilities might create a conflict and follow the procedures in this Policy to protect themselves and the best interests of NOSM and the NOSMSS.

Process: All members must follow the conflict of interest process. Conflicts of Interest must be self-identified. In these circumstances if the member has a real, potential or perceived conflict, the member will disclose the conflict at the earliest opportunity.



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Failure to Disclose: If a member knowingly fails to disclose a conflict of interest as required by this Policy, the member may be asked to resign or may be subject to removal from office. A member's failure to comply with this Policy does not, in or of itself, invalidate any decision made by the Committee.

Minutes: The Committee will record every disclosure of conflicts of interest in the minutes.

Related Policies

See FN2.0 - Travel Management and General Expenses for the protocol on justifiable travel expenses, authorizations of travel expenses and reimbursement protocol.

Appeal Process for Funding Allocation Decisions

A student wishing to appeal his/her allocation can first submit a written complaint to the Chair of the Student Travel Funding Allocation Committee. The Committee will decide within 14 days if a reversal of their decision is appropriate. If there is no change in the Committee's decision, the student may approach the Director of Learner Affairs, who will rule on the matter.

Adopted by: NOSMU Student Council Executive Group
Adopted on:

Adopted by: Learner Affairs Subcommittee
Adopted on:

Retroactive and effective as of