**OMSA Conference Grant Application Instructions**

The Ontario Medical Student Association (OMSA) offers funding for select Ontario medical students presenting at approved medical conferences. Eligible conference topics should address an issue in the realm of healthcare and/or medical education thereby contributing to the advancement of medicine. The research may be basic, clinical, epidemiological, or social science related to medicine. Only researchers presenting at conferences are eligible.

Funding of eligible expenses **up to $250** will be provided based on the application guidelines below.

Funding will be provided after submission of original receipts.

## The application shall be submitted in two parts:

## Part 1: Fill out the personal information (name, year, school, email) section of the [google form](https://docs.google.com/forms/d/e/1FAIpQLSf6jj4rwUlrI2Sy33MjiRGHGGZZA9VWCjR17oeIVCQf13Wh-w/viewform?usp=sf_link) on the [OMSA website](https://omsa.ca/en/conference-grant)

## Part 2: Attach the completed and anonymized (name, school, and city) “OMSA Conference Grant Application 2021-2022” document where it indicates on the google form. All of the following information should be compiled into one anonymized document for submission.

## All of this section should be anonymized. Failure to anonymize this section will result in your application not being considered.

1. Provide a detailed outline of the conference you are planning to present at, including location, dates, cost, organizing associations, and topics for discussion. A confirmation for presentation at conference must be included.
2. Submit a copy of the abstract for the research to be presented.
3. Provide confirmation of acceptance to present at the conference
4. Provide financial estimates for travel cost (most efficient means), conference fees, lodging, and food.
5. Provide any additional information that you think is relevant for the approval process.

Submit application forms using the google form on the OMSA- Conference Grants webpage. Please do not email to request confirmation of the receipt of your application or to inquire about the status of your application. All applicants, whether successful or not, will be contacted when decisions have been made.

## If you are the successful recipient of a conference grant, you will be contacted by the VP Finance to communicate next steps. You will be required to submit original receipts (including boarding passes if applicable).

Applications will be accepted three time a year. Deadlines are organized by academic year:

1. Round #1 (Summer) – Deadline May 30 (for conferences May 1 to Aug 31) to offer 8 grants
2. Round #2 (Fall) – Deadline Sept 30 (for conferences Sept 1 to Dec 31) to offer 8 grants
3. Round #3 (Winter) – Deadline Jan 30 (for conferences Jan 1 to Apr 30) to offer 8 grants

IMPORTANT NOTES:

* You must ***anonymize*** all of the content of Application document. You may redact mention or your name, school, and/or city, or you may replace this information with an “X”.
* **Please DO NOT include your name in the file name**, simply submit it with the name “OMSA Conference Grant Application”.
* You may only apply for funding to a given conference once. Because of the timing of applications, the conference may have already passed.If you are found to be in violation of these terms (applying more than once for the same conference), you will no longer be eligible for OMSA grants in the future. However, you are able to submit as many applications as you want per cycle, provided that they are each for a different conference.
* This grant is available to first, second, third, or fourth year Ontario medical students only. You must still be an enrolled medical student at the time of the conference.
* Any additional funding received from other sources must be reported in the application.
* Funding will be cancelled if you do not attend the conference.

**Please contact Zack at** **finance@omsa.ca** **if you have any further questions.**