

CANADIAN DERMATOLOGY FOUNDATION

APPLICATION FOR A DR. FREDERICK KALZ BURSARY



GUIDELINES FOR APPLICANTS

A. REQUIREMENTS

- 1) The applicant must be: (a) a Canadian citizen or landed immigrant.; (b) a permanent resident of Canada; and (c) a Dermatology Resident enrolled in a recognized Dermatology training program at a Canadian University at the time of application for a Kalz bursary and at the time of the elective experience.
- 2) The application and the elective or project must be endorsed by a senior faculty member of the applicant's training program and also by the proposed supervisor of the elective or project. A letter of endorsement must be received from the senior faculty member. In addition, upon completion of the elective or project, a letter endorsing the objectives and indicating satisfactory completion of the elective or project must be received from the proposed supervisor.
- 3) The bursary must be used for a genuine learning experience related to the study of the skin. To familiarize oneself with a particular facet of dermatology or to do general dermatology is not a rigorous enough objective to qualify for a Kalz Bursary. The applicant should be seeking to gain experience in a particular/specific area of study and/or to learn a skill not offered in their program. Simply becoming familiar with a procedure or technique is a goal that can be achieved by a good review of the literature and references. The experience and knowledge acquired during the elective or project is expected to be brought back to the recipient's program to be shared with colleagues and to enhance the recipient's future clinical practice in Canada.
- 4) **Funding requests** must be reasonable and justifiable, and directed specifically to support economy class travel to and from the elective site, as well as accommodation at the elective site. Ground transportation that is part of the travel to and from the elective site is also allowable. The following are **NOT** allowable expenses:
 - * food
 - * baggage surcharges on airlines
 - * ground transportation for everyday transfers at elective site (bus, train, taxi)
 - * car rentals
 - * cost of medical licenses in foreign jurisdictions
 - * expenses related to travel visas and passports
 - * costs related to attending conferences and/or courses during period of elective

The project or elective must be for a minimum of FOUR weeks to a maximum of EIGHT weeks. Funding must be supported by original receipts, and maximum allowable refunds are \$4000 (CAN) for FOUR-week electives and \$8,000 (CAN) for EIGHT-week electives. Maximum allowances for electives lasting between FOUR and EIGHT weeks will be prorated accordingly (e.g. the maximum allowable refund for a SIX-week elective is \$6,000).

All funding requests must be ratified by the Board of Directors of the Canadian Dermatology Foundation, and applicants will be advised of the Board's decision as soon as available. Applicants should note that while every attempt is made to process applications in a timely manner, an application can take up to NINE months to receive final approval or rejection.

- 5) A progress report, detailing the experience and the knowledge gained, must be submitted at the end of the project and/or as requested by the CDF prior to receiving funding.
- 6) The Canadian Dermatology Foundation must be officially recognized for its support in any presentation or publication related to, or as a result of, the project or elective. Recipients may be requested to provide a written statement providing the CDF the permission to publish excerpts of their final reports on the CDF website, brochures, bulletins or other literature. Further, it is expected that all recipients of the Dr. Frederick Kalz Bursary will become strong supporters of the Canadian Dermatology Foundation upon their graduation.

B. EXCLUSIONS

- 1) Funding must not be for salary support of a dermatologist, resident, fellow, employee or other support staff, nor for equipment or supplies related to a research project. Residents interested in a bona fide research project are encouraged to find more information regarding the CDF Research Grant Application process at the CDF website (www.cdf.ca).
- 2) Funding is not provided for projects/electives primarily involving esthetic dermatology.

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(Please see attached guidelines)

(Please print clearly)

C. CONDITIONS FOR APPLICATIONS

- 1) Applicants are required to accept the Conditions For Applications in order for their application to be considered by the Canadian Dermatology Foundation.
- 2) Funds are administered at the sole discretion of the of the CDF and with acceptable receipts. NO funds will be provided in advance.
- 3) Original expense receipts and actual airline or ground transportation tickets (receipt stubs) must be attached to expense claims for reimbursement. Where air or ground transportation tickets are “e-tickets”, an identifiable credit card statement clearly showing the identity of the cardholder and the transaction for the e-ticket must accompany the e-ticket. For e-tickets, boarding passes or validated tickets for air or train travel must also be provided to confirm the travel.
- 4) Applications are accepted at any time. An application may be made in advance. If an application is made after the elective, it must be received by the Secretary within THREE months of completion of the elective. Inquiries regarding the submission of the application should be directed to Dr. Gilles Lauzon, Secretary at the following email address: secretary@cdf.ca . Applicants should note that while every attempt is made to process applications in a timely manner, an application can take up to NINE months to receive final approval or rejection.
- 5) Although rejected applications are usually accompanied by an explanation, the Canadian Dermatology Foundation reserves the right to refuse any application without explanation.

Please complete the application form and send by mail to:

**Dr. Frederick Kalz Bursary Fund
Canadian Dermatology Foundation
211 Lady Macdonald Drive
Canmore, AB
T1W 1H2
Attention: Dr. Gilles Lauzon, Secretary**

(Rev 3.2 Oct 4, 2011)