

 <b>UNIVERSITY OF MANITOBA</b> Rady Faculty of Health Sciences	<b>Title:</b>	<b>DFM Endowment Fund</b>
	<b>Department:</b>	<b>Family Medicine</b>
	<b>Section:</b>	<b>Finance &amp; Administration</b>
	<b>Approved By:</b>	<b>Executive Management</b>
<b>Policy &amp; Procedures</b>	<b>Approval Date:</b>	<b>Sept. 12, 2018</b>
	<b>Effective Date:</b>	<b>Sept. 12, 2018</b>
	<b>Scheduled Review:</b>	<b>Sept. 12, 2023</b>

1.0 Purpose: The Department of Family Medicine Endowment Fund (the “Fund”) was established by the Department and its members in 2003 to be used exclusively by the Department of Family Medicine, ensuring the ongoing financial support of activities and accomplishments not normally funded by external agencies or through university sources such as operating budgets.

2.0 Definitions: For the purpose of this policy:

- 2.1 **Professional Development:** Includes the provision of learning and development opportunities and activities to extend and broaden the scope of professional capabilities of staff in relation to their role and responsibilities within the Department.
- 2.2 **Support:** May include paid or unpaid time to participate in professional development, purchase of learning resources to support professional development, and/or partial or full funding for the facilitation of professional development (i.e. registration, travel, accommodations etc.).
- 2.3 **Annual Spending Budget:** Annual interest revenue generated from the Fund that has been approved for expenditure by the Selection Committee.
- 2.4 **Faculty appointments and staff:** All Departmental faculty and staff, including Geographical Full-Time (GFT) physicians, non-GFT physicians, academic/administrative personnel and inter-professional faculty within the Department.
- 2.5 **Endowment Fund Advisory Sub-Committee:** A Sub-Committee with representation from central leadership, support staff, faculty, postgraduate residents, and undergraduate medical student with a mandate to objectively review all applications based on defined criteria and make recommendation for award of the available “Annual Spending Budget” of the Fund to the Selection Committee.

### 3.0 Policy:

#### 3.1 The Fund shall be used to:

- Support attendance/travel for presenting at seminars, workshops and conferences (e.g. poster presentation, discussion topic, research presentation, etc.)
  - Available by application to:
    - Undergraduate medical students
    - Postgraduate residents
    - All Departmental faculty appointments and staff
- Support awards of recognition as defined by the Department (e.g. precepting, teaching, scholarship, QI, research, leadership, long service etc.)
  - Available by nomination-application and by means of achievement to:
    - All faculty appointments with the University
- Support non-mandatory approved professional development: provision of learning and development opportunities and activities to extend and broaden the scope of professional capabilities of individuals in relation to their role and responsibilities within the Department
  - Available by application to:
    - All Departmental faculty appointments and staff
- Supporting Research and Scholarly Activity that will have relevance to the practice or teaching of family medicine
  - Available by application to:
    - Undergraduate medical students
    - Postgraduate residents
    - All Departmental faculty appointments and staff

3.2 The Department of Family Medicine Endowment Fund Advisory Sub-Committee will objectively review all applications based on defined criteria and make recommendation for award of the available "Annual Spending Budget" of the Fund to the Selection Committee. The Department of Family Medicine Executive Management Committee will serve as the Selection Committee to conduct overall administration of the Fund and to provide final approval.

- The "Annual Spending Budget" of the Fund will be at the discretion of the Selection Committee to support the Purpose of the Fund
- Disbursement of funds will be conducted as required following final approval by the Selection Committee

\*The amount of funding available from the Department of Family Medicine for approved professional development opportunities and activities will be determined by the Executive Management Committee and at the discretion of the Department Head.

3.2.1 Unused professional development funding that has been approved for individuals does not carry forward from year-to-year, nor is any unused balance paid out upon cessation of employment with the Department.

- 3.3 All travel carried out under this policy must be pre-approved and is governed by the University of Manitoba policy and procedures on Travel and Business Expense Claims and must comply with those provisions.
- 3.3.1 Failure to comply with University of Manitoba policy and procedures on Travel and Business Expense Claims will result in expenses not being reimbursed.
- 3.4 Annual reports will be published regarding approvals and spending allocations from the Fund
- 4.0 Procedures:
- 4.1 All applicants/nominators must fully complete and submit the **Department of Family Medicine, Endowment Fund Application/ Nomination Form** when requesting support through the Fund.
- 4.2 The Endowment Fund Advisory Sub-Committee will consider all eligible applications/nominations and vet prior to submission to the Selection Committee for approval.
- All applications/nominations are granted a standing invitation by the Endowment Fund Advisory Sub-Committee
  - The Endowment Fund Advisory Sub-Committee meetings will be scheduled as required
  - Meetings held by email are appropriate under certain circumstances. The use of e-meetings shall be reserved for those issues needing a decision before an in-person meeting of the Endowment Fund Advisory Sub-Committee can be scheduled or when an in-person meeting is not warranted. Members shall then indicate their vote in writing to the Administrative Assistant of the Endowment Fund Advisory Sub-Committee within three (3) business days. The Administrative Assistant shall communicate the results of the vote as soon as possible after all the votes are received. The Chair will communicate the recommendation for award to the Selection Committee
- 4.3 When vetting applications, the Endowment Fund Advisory Sub-Committee will refer to the following guidelines that function as broad indicators of the committee's interests and are not equally weighted nor all inclusive:
- Does the proposal fit with the Department of Family Medicine mission?
  - Does the activity reflect Family Medicine principles/values?
  - Is the proposed work well described and can be feasibly carried out as planned?
  - Is there a sufficient rationale is provided regarding the importance of this work for advancing knowledge and/or evidence to support departmental activities?
  - Do the applicants have the capability to carry out the proposal?
  - To what extent does the proposal benefit a target number of constituent members or the larger community?

- Does the proposal offer unique, inventive or creative stimulation for the Department of Family Medicine, and how does it provide lasting value for the Department?
- How does the proposal enhance the Department's positive presence within the discipline of Family Medicine?
- Have alternate sources of funding been explored, and to what extent will the applicants be able to lever this additional financial support?

4.4 Upon Vetting:

- It shall be the prerogative of the Endowment Fund Advisory Sub-Committee to recommend support of part or all of a proposal.
- In some cases, the Endowment Fund Advisory Sub-Committee may recommend that additional work to that outlined in a proposal be carried out.
- In all cases, the Endowment Fund Advisory Sub-Committee will carefully evaluate the relationship between the activity proposed and the budget established by the applicant/nominator to complete the activity. Where it is felt that the funding requested is not supported by the activity proposed, an award of lesser value may be recommended. Provided program conditions are fully met, jointly funded projects may be considered.

4.5 Awards of recognition as defined by the Department will follow defined criteria.

4.6 The Department of Family Medicine Executive Management Committee will serve as the Selection Committee to conduct overall administration of the Fund and to provide final approval based on the recommendations set forth by the Endowment Fund Advisory Sub-Committee

4.7 All applicants/nominators will be made aware of the Selection Committee's final decisions.

4.8 Disbursement of funds will be conducted as required following final approval by the Selection Committee.

- 5.0 References
- 5.1 Travel and Business Expense Claims Policy, University of Manitoba  
[Hyperlink to Policy](#)
- 5.2 Travel and Business Expense Claims Procedure, University of Manitoba  
[Hyperlink to Procedures](#)

6.0 Policy Contact      Managing Director