



## **CSCC TRAINEE ELECTIVE VISIT GRANTS**

### **Terms of Reference**

#### **Overview:**

Short-term visits (i.e. elective visits) to other laboratories provide trainees in laboratory medicine with a unique opportunity to augment their skill sets. This can include learning a new technique and seeing how another laboratory works. Such visits also provide opportunities to form novel collaborative relationships with current and future colleagues.

CSCC provides a limited number of Trainee Elective Visit Grants of up to \$2,000 per grant each year in support of this important facet of laboratory medicine training.

#### **Eligibility:**

- Applicants must be members of the CSCC.
- Applicants must be enrolled EITHER in a CACB-accredited clinical biochemistry training program OR in a Royal College of Physicians and Surgeons of Canada-accredited medical biochemistry training program.

#### **Additional Requirements:**

1. The Host Laboratory must perform clinical service in biochemistry, hematology, microbiology, immunology, genetics, and/or a related area.
2. The Host Laboratory must be located outside of the home city of the applicant's training program.
3. Funds must be used within one year of being awarded or before completion of the training program, whichever is earlier.
4. Successful applicants must submit a summary article of their visit to *CSCC News* before completion of their training program. The article should describe goals that were achieved during the visit and how applicants plan to apply their new knowledge in the future. Applicants should coordinate the length and timing of their articles with the Editor in Chief of the publication.

#### **Application Process:**

The applicant is to submit an online application via the CSCC website. Applications are accepted on an ongoing basis throughout the year.

#### **Awarding of Grants:**

CSCC Head Office will forward all applications to the Head of CSCC Professional Affairs Division (PAD) who will then appoint up to three (3) reviewers per application. All reviewers are required to be CSCC members; one should be the Head of Education and Scientific Affairs Division, and one should be a CSCC Councillor if there is no conflict of interest. In awarding the grants, preference will be given to applicants who will be in their final year of study during the proposed visit and/or have not previously received a CSCC Trainee Elective Visit Grant. Whenever possible, grants will be distributed across two or more training programs each year. The reviewers complete scoring sheets and submit them to Head Office (info@csc.ca). Head Office will notify applicants of the reviewer panel's decision within one (1) month of receiving applications.

## APPLICATION FORM for Trainee Elective Visit Grant

### Part 1: Personal Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Training Program: \_\_\_\_\_

Institution: \_\_\_\_\_

Year of Training: \_\_\_\_\_

CSCC Membership ☐ Full ☐ Student Other (specify) \_\_\_\_\_

Have you previously received a CSCC Trainee Elective Visit Grant? ☐ Yes ☐ No

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### Part 2: Curriculum Vitae (CV)

Upload a copy of your current CV. Please ensure to include the following information:

- (i) Education
  - Undergraduate and doctoral or medical degrees
  - Postdoctoral training or specialty certifications
- (ii) Clinical Experience
- (iii) Teaching Experience
- (iv) Research Experience
- (v) Other Work/Volunteer Experience relevant to Clinical Biochemistry, Hematology, Molecular Biology, Microbiology, and/or Pathology
- (vi) Publications including papers and abstracts
- (vii) Awards and Accomplishments

### Part 3: Personal Statement

Describe in 1,000 words or less the nature and goals of the proposed elective visit, and the relevance of these goals to your long-term plans and to the field of Clinical (Medical) Biochemistry. This statement should include a concise set of learning objectives that has been approved by both your Program Director and the Host Laboratory.

**Part 4: Projected Budget**

Provide a projected budget of anticipated expenses, including other sources of funding, if available.

CATEGORY	DETAILS	ESTIMATED AMOUNT (CAD)
Airfare		\$ -
Other transportation		\$ -
Accommodation		\$ -
Meals		\$ -
Other expenses		\$ -
<b>TOTAL EXPENSES</b>		<b>\$ -</b>

CATEGORY	DETAILS	ESTIMATED AMOUNT (CAD)
CSCC Trainee Elective Visit Grant		\$ + 2,000.00
Other sources of funding		\$ +
<b>TOTAL FUNDING</b>		<b>\$ +</b>

<b>SUM OF EXPENSES AND FUNDING</b> (“+” means there is more funding than expenses; “-” means there are more expenses than funding)		\$
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**Part 5: Letters of Support**

Please upload the following two letters with your application:

- 1) A letter from your Program Director confirming that you meet both of the eligibility criteria outlined in the “CSCC Trainee Elective Visits Grants” Terms of Reference and that they support the proposed visit.
- 2) A letter from the Host Laboratory indicating their willingness and ability to accommodate you for the proposed visit.

**Part 6: Application Package**

- ☐ Completed application form
- ☐ Curriculum vitae
- ☐ Two letters of support
- ☐ Personal statement
- ☐ Projected budget



## CSCC TRAINEE ELECTIVE VISIT GRANTS SCORING SHEET

\*\*\*This is to be completed by the CSCC application reviewer\*\*\*

### Part 1: Reviewer Information

Last Name:		First Name:	
Institution:			
Phone Number:			
Email:			
Date of Review:			

### Part 2: Applicant Eligibility

Is the Applicant a member of the CSCC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the Applicant enrolled EITHER in a CACB-accredited clinical biochemistry training program OR in a Royal College of Physicians and Surgeons of Canada-accredited medical biochemistry training program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



## CSCC TRAINEE ELECTIVE VISIT GRANTS SCORING SHEET

### Part 3: Scoring of Application Package

	Couldn't Judge (0 point)	Unsatisfactory (1 point)	Fair (2 points)	Good (3 points)	Very Good (4 points)	Excellent (5 points)
Curriculum vitae						
Project support by Program Director						
Project support by Host Laboratory						
Relevance of visit and goals to Applicant's long- term plans						
Relevance of visit and goals to Clinical (Medical) Biochemistry						
Projected budget						

**TOTAL POINTS (Part A)**

	Yes (1 point)	No (0 point)
Final year of study during proposed visit		
This would be the Applicant's first CSCC Trainee Elective Visit Grant		
<b>TOTAL POINTS (Part B)</b>		

SUM OF POINTS (Part A + Part B) (maximum number of possible points 32)	
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### Part 4: Recommendation

This Applicant should receive a CSCC Trainee Elective Visit Grant:

☐ Yes

☐ No