



*Approved by the CCMG Board of Directors January 15, 2020.*

## **CANADIAN COLLEGE OF MEDICAL GENETICISTS (CCMG) LINDA STEVENS MEMORIAL FUND**

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### **Terms of Reference**

The Linda Stevens Fund was set up by the late Mrs. Audrey Campbell (Linda's mother) and is named after Dr. Linda Stevens. Dr. Stevens was a cytogeneticist at The Hospital for Sick Children in Toronto, who subsequently opted to become a medical geneticist. As she was about to take up the position of starting the genetics program at North York General in Toronto, she passed away in 1982 while undergoing a heart catheterization procedure. The Fund was established to further the training of candidates in a CCMG Fellowship in one of the accredited genetic centres or residents in Royal College Medical Genetics training programs by participating in conferences, attending short courses or workshops, or undertaking training at other genetics centres.

Once per year, the Awards and Nominations committee will evaluate requests for stipends from the fund made by trainees (RCPSC & CCMG) in accredited genetics centres.

1. Applicants must be trainee affiliates of the CCMG.
2. The committee will make a decision about eligibility of each application.
3. Funds can be requested in order to:
  - a) Facilitate travel by trainees to other centres to further their training goals.
  - b) Attend conferences and workshops during training. It is expected that the trainee will be presenting research at the conference or workshop.
4. The amount available will be distributed between eligible applicants in a proportional manner.
5. The amount to be distributed is the fund growth minus 10%. The fund growth used will be from the most recent completed audit.
6. Calculation of proportion to be awarded to each applicant:  
Total available for Linda Stevens award divided equally between all applicants up to the maximum requested by each student. Any dollars left over or unclaimed will be returned to the fund.
7. The maximum amount to be awarded to each applicant during a training period is \$1800.00. For details on the expenses that can be claimed, see Appendix.
8. A trainee can apply for the Linda Stevens award multiple times during their training, until such time as the maximum amount per person has been awarded.

## APPENDIX - ELIGIBLE EXPENSES FOR LINDA STEVENS MEMORIAL FUND

All detailed receipts (**including itemized bills for meals**) must be submitted to the CCMG office when requesting reimbursement. As stipulated in the terms of references, eligible expenses will be reimbursed to the amount awarded by the Awards and Nominations committee to each candidate for the given year, with a maximum of \$1800.00 to each applicant during their *entire* training period, regardless of the submitted eligible expenses.

### Conferences and short courses/workshops

- Registration fees are eligible; tuition fees for university graduate or undergraduate courses are not eligible.

### Transportation and parking

- Expenses incurred for travel by air, train, bus or car are eligible; the mode of transportation chosen should be the most economical and practical way to travel. Taxis transportation to and from airport or bus/train station, as well as parking at airport (or hotel if travelling by car) are eligible expenses.
- If traveling by personal car, mileage is eligible for reimbursement at a flat rate of 0.43\$ per kilometer. Travel by personal car to and from airport is not eligible.
- Surcharges for excess baggage are not eligible; however, if there is a charge for all checked baggage, charge for the *first* checked bag is eligible.
- Cancellation, flight and baggage, collision, loss and damage (CDW) or any life/medical insurances are not eligible expenses, nor are additional ancillary charges including (but not limited to) premiums for failure to refill fuel in rental car.

### Accommodation and meals

- Expenses incurred for hotel room charges are eligible, up to 24h before and after the conference dates to allow for travel. However, if the conference

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starts in the afternoon and ends in the morning or early afternoon, this must be taken into account when making arrangements for accommodation and transportation.

- Fees for internet use and telephone calls are not eligible, nor are expenses for late check-in or due to failure to cancel/change a reservation.
- Expenses for meals starting on the day of travel to and ending on the day of travel from (or within 24 before and after the conference dates, whichever is shorter) are eligible to a per diem of \$cdn50