

**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. Information regarding the research that will be conducted during the elective must be included in the letter. 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 research focused 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 research experience in a particular/specific area of study. 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 research 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 research endeavors 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 \$4,000 (CAN).

All funding requests must be ratified by the Board of Directors of the CDF, 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 CDF 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 CDF upon their graduation.
7. An applicant can only receive a Kalz Bursary once.

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 additional funding for research projects 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.

C. CONDITIONS FOR APPLICATIONS

1. Applicants are required to accept the Conditions For Applications in order for their application to be considered by the CDF.
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 twice per year, with deadlines of April 1 and September 1. If an application is received after the deadline has passed, it may be considered for the next deadline. If multiple applications are received, a competitive selection process will take place, at the discretion of the Board of Directors of the CDF. Priority will be given to electives with a strong focus on research.

Inquiries regarding the submission of the application should be directed to Dr. Youwen Zhou, 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 CDF 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
425-1385 Bank Street
Ottawa, ON
K1H 8N4
Attention: Secretary**

Or by email to: pbelfer@cdf.ca

Applicants are encouraged to apply prior to completion of the elective/project.