

CSIM SUPPORT OF EDUCATIONAL AND WELLNESS EVENTS TERMS OF REFERENCE

The Canadian Society of Internal Medicine is pleased to help support learning events at academic and community centres across Canada, such as GIM career nights for trainees, continuing professional development (CPD) activities, wellness activities and journal clubs.

CRITERIA

- A CSIM member and/or CSIM associate member at the centre must submit the application. This member is required to determine the learning needs of the proposed audience and organize, promote, and lead the event. The member will also be required to address attendees about CSIM support of the event and provide an overview of the society and membership benefits.
- Participants attending the event should be primarily (1) Physicians practicing in the broad field of general internal medicine, (2) GIM trainees, and/or (3) Internal medicine trainees and medical students who are likely to be considering a career in GIM.
- CSIM will provide funding of up to \$15 per person per event (based on the number of people who are present and sign the attendance sheet) to cover eligible expenses to run the event; receipts must be provided. Funding is limited to a maximum of \$500 per site (i.e., academic centre/university or community hospital/practice group) per year. Funding is available on a first-come, first-served basis. Once the yearly funding limit has been reached, no further applications will be accepted.
- Expenses eligible for reimbursement include, but are not limited to: modest food and beverage, rental of meeting space and audiovisual, printing of session materials.
- To be eligible for funding, the application must be received a minimum of four weeks prior to the event. Events cannot be pre-approved more than eight weeks prior to the event. [Click here to download the application form \(PDF version.\)](#) Only one event application per centre will be considered at a time and within an eight week period. Funding is not guaranteed unless the CSIM has provided an official letter of approval.
- Expenses will be reviewed for eligibility. If funding is granted, the documentation must be completed and submitted electronically to the CSIM office. Funds will not be disbursed until after the event has concluded and the expense form, attendance sheet, and receipts have been received by the CSIM.
- If the expense form is not submitted within 15 days after the event, the funds may no longer be available. Approval cannot be granted after an event.
- CSIM funding is not eligible if the event already has available funding from a different source(s). If a different source has provided *partial* funding, the event is only eligible to apply to CSIM for the difference – please indicate this information with your submission.
- Note that eligible Rounds, Journal Clubs and other hospital-based educational events may self-approve under the Maintenance of Certification program; [click here to learn more.](#)

To apply for this support, please email the completed application form to info@csim.ca with a copy to your Program Director/GIM Division Head.