

Bell McLeod Educational Fund Terms and Policies

The Department of Laboratory Medicine and Pathology (LMP) will use the interest generated from the Bell McLeod endowment to support:

- [Bell McLeod Educational Fund Travel Award](#)
- [Bell McLeod Educational Fund Citizenship Award](#)
- [Bell McLeod Educational Fund Graduate Research Prize](#)
- [Bell McLeod Educational Fund Graduate Entrance Scholarship](#)
- [Bell McLeod Educational Fund Graduate Entrance Scholarship for Indigenous Students](#)
- [Bell McLeod Educational Fund Pathologists' Assistant Entrance Scholarship](#)
- [Graduate Student Professional Development Funding](#)
- [Pathologists' Assistant Research Project Funding](#)
- [Emergency Funding for Graduate Student Support](#)
- [Application Fee Reimbursement](#)

Bell McLeod Educational Fund Travel Award

The Bell McLeod fund may provide travel assistance for: full-time LMP graduate students, Medical Laboratory Science (MLS) undergraduate students, and University of Alberta-registered postdoctoral fellows with an LMP Faculty Research Supervisor.

Funding may be provided for travel to a major national or international research gathering where the trainee is making an oral or poster presentation. Travel assistance may also be provided to allow the trainee the opportunity to participate in field work or visit a major archive where information critical to their thesis research is lodged or resident experts can be consulted.

1. Applications for Travel awards (using the [Bell McLeod Educational Fund - Travel Award form](#)) may be submitted at any time. Applications are routinely managed in the LMP Graduate Studies office.
2. Travel for educational purposes will be funded to a maximum of 12 awards of \$2,000 per event for graduate students according to the following schedule:
 - once per master's degree
 - twice per doctoral degree.

The amount of the award will be reviewed on an annual basis by the LMP Graduate Studies Committee.

3. Travel for educational purposes will be funded to a maximum of 2 awards of \$2,000 per event for postdoctoral fellows according to the following schedule:
 - once per postdoctoral fellowship (after the first full year of the fellowship)The amount of the award will be reviewed on an annual basis by the LMP Graduate Studies Committee.
4. Travel for educational purposes for up to 4 MLS undergraduate students will be funded to a maximum of \$500 per event, one time only during the student's undergraduate degree. Preference will be given to students who have no other available funding. Top-ups may be given if funding is available.
5. In addition to the application form, the following must be submitted:
 - if the trainee is attending a conference:
 - proof that a submitted oral or poster paper has been accepted for presentation by the conference organizers, and

- proof of registration, or a copy of the Conference Registration Form outlining the cost of registration and what is included (meals, accommodation, etc.)
 - if the trainee is requesting travel funds for field work or research purposes, a compelling statement from his or her supervisor explaining why the proposed travel is crucial to the trainee's program must be appended.
 - requests for travel funding must be approved by the trainee's research supervisor.
6. For graduate and undergraduate students: acceptance at a conference and submission of the travel fund application must be made before program completion; the travel itself may occur after program completion. Travel for field work or visiting a major archive must be completed before program completion. Program completion is defined as the date on which the Thesis Approval/Program Completion form is submitted to FGSR.
 7. For graduate and undergraduate students: receipts are not required and funds will be issued upon approval of the award.
If the student is unable to attend the research opportunity as approved by the department or his or her status as a student changes, the Laboratory Medicine & Pathology Graduate Program must be notified in writing and the student may be required to repay the funds awarded.
 8. For postdoctoral fellows: reimbursement will be via a University of Alberta Travel Expense Claim and receipts will be required. As per [University of Alberta policy](#): "Request for reimbursement of travel expenses must be submitted within 30 days upon completion of the specified trip or they become non-reimbursable."
 9. A maximum of \$30,000 per year (the equivalent of 12 graduate awards at \$2,000, 2 postdoctoral fellow awards at \$2,000, and 4 undergraduate awards at \$500) may be used for travel awards on a first come, first served basis. The Graduate Studies Committee may approve additional funds if needed.

Bell McLeod Educational Fund Citizenship Award

1. The award honours Laboratory Medicine & Pathology graduate students for academic mentorship/service/leadership activities. The activities must support the education and teaching mandate of the Bell McLeod Educational Fund. Only those activities undertaken during the current graduate program will be considered.
2. The award is valued at \$800, given once per year.
3. Graduate students can receive the award once only in their career.
4. The application will consist of the [application form](#) and evidence of the mentorship/service/leadership activities, and a current CV. This evidence may include letters from mentees, supervisors/faculty members, other students, student group, etc. Applicants must demonstrate how the activities support the Bell McLeod Educational Fund's education and teaching mandate.
5. If there is no suitable candidate, the award will not be given.

Call for nominations will be early January, with applications due at the end of February.

Bell McLeod Educational Fund Graduate Research Prize

1. Two prizes of \$1,000 each presented annually to LMP MSc or PhD students.
2. A recent peer-reviewed first author publication of primary research or a systematic review by the student, based on research undertaken during the student's current program at the University of Alberta, is the focus, but the student's whole CV will be considered in the adjudication. The paper must have been **accepted for publication** during the previous calendar year (January 1 – December 31).
3. To be eligible, students must:
 - a. have an active registration in their LMP graduate program, or

- b. be on an approved Leave of Absence, or
 - c. have submitted their Thesis Approval/Program Completion form to FGSR but not yet received their degree.
4. Students may submit one [application](#) per year.
 5. The award will be adjudicated by the LMP Graduate Studies Committee based on assessments from independent reviewers.
 6. If there are no suitable candidates, the prizes will not be awarded.
 7. The research prize will be awarded publicly at the department's research day.

Applications are due January 31.

Bell McLeod Educational Fund Graduate Entrance Scholarship

The purpose of this award is to provide funding and support to outstanding students newly admitted to LMP or LMP students transferring from a master's to doctoral program. The value of the award is \$2,000.

There is no application form; eligible students are considered upon admission. Students cannot apply for this scholarship.

Eligibility:

- admission GPA of 3.5 or better on the University of Alberta 4-point scale
- not open to students who have earned a Pathologists' Assistant Entrance Scholarship
- not open to students who have earned a Graduate Entrance Scholarship for Indigenous Students.

The award will be paid after the term Fee Payment Deadline. Active registration in the first term of the program is required at the time the award is paid.

Payment of the award is by direct deposit to the student's personal bank account.

A total of \$14,000 has been allocated for this award. Awards will be given until this amount has been used at which the LMP Graduate Studies Committee may allocate additional funds.

Bell McLeod Educational Fund Graduate Entrance Scholarship for Indigenous Students

The purpose of this award is to provide funding and support to Indigenous students newly admitted to LMP or LMP students transferring from a master's to doctoral program. The value of the award is \$2,000.

There is no application form; eligible students are considered upon admission. Students cannot apply for this scholarship.

Eligibility:

- admission GPA of 3.0 or better on the University of Alberta 4-point scale
- not open to students who have earned a Graduate Entrance Scholarship
- not open to students who have earned a Pathologists' Assistant Entrance Scholarship

The award will be paid after the term Fee Payment Deadline. Active registration in the first term of the program is required at the time the award is paid.

Payment of the award is by direct deposit to the student's personal bank account.

A total of \$4,000 has been allocated for this award. Awards will be given until this amount has been used at which the LMP Graduate Studies Committee may allocate additional funds.

Bell McLeod Educational Fund Pathologists' Assistant Entrance Scholarship

The purpose of this award is to provide funding and support to outstanding newly admitted students to the MSc Pathologists' Assistant program. Up to 2 awards of \$2,000 each will be given.

There is no application form; eligible students are considered upon admission. Students cannot apply for this scholarship.

Eligibility:

- admission to the MSc Pathologists' Assistant program
- admission GPA of 3.5 or better on the University of Alberta 4-point scale.

The award will be paid after the Fall term Fee Payment Deadline. Active registration in the first term of the program is required at the time the award is paid in October.

Payment of the award is by direct deposit to the student's personal bank account.

Graduate Student Professional Development Funding

The Bell McLeod fund may provide funding to allow LMP graduate students to participate in Professional Development activities designed to enhance communication, career development, and professional practice. Such activities include presentations, workshops, courses, seminars, and online conferences (and the accompanying membership fee); funding may also support in person conference registration (and the accompanying membership fee) if the student is not eligible or does not apply for a travel award for that conference.

1. Applications for Professional Development funding (using the [Bell McLeod Educational Fund - Professional Development Funding Request form](#)) may be submitted at any time. Applications are routinely managed in the LMP Graduate Studies office.
2. Up to \$500 per person per year can be claimed on a first come, first served basis; this amount is not cumulative and cannot be carried forward from one year to the next.
3. It is preferred that funding requests are made in advance of the activity in order to facilitate payment. However, if needed, funding requests may be submitted retroactively for activities attended in the current and previous year only.
4. Only one funding request per activity may be submitted (i.e. funding for one activity cannot be split up over two years).
5. To apply for funding, submit the application form and proof of the activity in the form of a webpage, brochure, poster, email, etc., which describes the activity, and includes the cost, date(s) and location(s). If approved, for internal University of Alberta events, the activity will be paid for with a University of Alberta *Internal Sale Form* whenever possible. In all other cases, applicants will be reimbursed after the event has taken place via the expense claim process or via a one-time stipend supplement (original receipts will be required in both cases).
6. Proof of attendance does not have to be submitted but must be retained and is subject to verification by the department. If the graduate student is unable to attend the activity as approved by the department or his or her status as a graduate student changes, the Laboratory Medicine & Pathology Graduate Program must be notified in writing and the student may be required to repay the funds awarded.
7. \$5,000 per year will be set aside from the Bell McLeod fund to reimburse graduate students for Professional Development activities. When the \$5,000 is spent, no more funding will be available until the following year (January).

Pathologists' Assistant Research Project Funding

To support the required Pathologists' Assistant capping project, for which no other funding may be available, up to \$3,000 per year will be available.

The formal request for funds is to be submitted by the LABMP 900 Research Project course coordinator on behalf of the project supervisor.

Emergency Funding for Graduate Student Support

The Bell McLeod fund may be used to augment educational funding for LMP thesis-based graduate students and whose supervisor, due to unexpected circumstances, is unable to support them. The fund would be used to aid the student for a short period of time at the discretion of the LMP Graduate Studies Committee.

1. The application for emergency funding is to be submitted by the supervisor (using the [Bell McLeod Educational Fund – Emergency Funding Request form](#)). The following criteria are the basis of assessment and should be addressed in the application:
 - supervisor must justify the request by explaining why their funding cannot support the student
 - student's academic progress must be satisfactory
 - student's funding to date
 - impact on student
 - requested start and end date for funding
2. Applications are submitted to the Graduate Program Office and are considered at the next Graduate Studies Committee meeting. Approved applications are forwarded to the LMP Awards Committee Chair who ensures process was followed before funds are released.
3. When emergency funding is awarded, it is mandatory that both student and supervisor continue to seek alternative sources of student funding. If this funding is secured, the LMP Graduate Studies office is to be notified immediately, and support from the Bell McLeod Educational Fund will be reduced accordingly. If alternative funding has not been secured by the end of the award time period, a second emergency funding request may be made.

Application Fee Reimbursement

To make access to graduate studies more affordable, the application fee of \$135 will be reimbursed to each applicant admitted to LMP graduate studies who meets the eligibility criteria below.

There is no application form; eligible students are considered upon registration in the first term. Students cannot apply for this reimbursement.

Eligibility:

- student admitted to a LMP graduate program
- student admitted to an interdisciplinary graduate program where LMP is the home department (not the conjoint department)
- student must be registered in the first term of the graduate program
- not open to students who transfer to LMP from another department
- not open to students who have completed their first term.

The reimbursement will be paid after the term Fee Payment Deadline. Active registration in the first term of the program is required at the time the reimbursement is paid.

Payment is by direct deposit to the student's personal bank account.

A reserve fund of not less than \$20,000 should be in place on December 31.

A review of the fund activities (by means of an annual report) will be undertaken at the end of the calendar year by the Laboratory Medicine & Pathology Graduate Studies Committee.