



Health
Sciences
Centre
Winnipeg

HSC Medical Staff Council
Room PZ420- 771 Bannatyne Avenue
Winnipeg, Manitoba R3E 3N4
Ph: (204) 787-7098 Fax: (204) 787-4879
e-mail: ksimpson@hsc.mb.ca

June 22, 2011

Dr. Jocelyn Silvester
Pediatrics
AE405 Harry Medovy House
671 William Avenue
Winnipeg, MB R3E 0Z2

Dear Dr. Silvester:

We are pleased to inform you that your application to the 2011 Medical Staff Council Fellowship Fund has been approved by the Medical Staff Executive. The amount of your award is **\$2,000.00**.

Awards made out to individuals are subject to taxes so in order to process this award it is necessary to identify an account to which this money can be deposited. A specific purpose account will be opened for the 2011 HSC Fellowship Fund. All expenses related to your award will be processed through this account and must be signed off by your HSC supervisor.

We would like to remind all successful applicants to review the guidelines regarding the Fellowship Fund. This is also to remind you that any major capital equipment requests should be pre-approved by the Medical Staff Executive and submitted in writing to our office. The Medical Staff Executive has also established a \$70 (U.S.) daily maximum on meal expenses while you are attending scientific meetings to present your research findings. Also, please note that you are entitled to only one fellowship award during your period of training, and that all funds must be used within 24 months from the date of your award. Finally, the HSC Medical Staff Council Fellowship Fund should be acknowledged in any publications or presentations pertaining to this funded project. Please submit copies of any publications or abstracts to the Medical Staff Council office.

If you have not already forwarded a copy of Ethics approval relevant to this research please do so. No funds will be advanced without a current ethics approval. You also are required to submit your project to the HSC Research Department for impact assessment. If you require more information regarding the impact assessment please contact Karen Shaw at 787-4958. **No funds will be advanced without a current ethics and impact approval.**

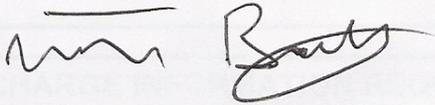
Health CHEQUE

We have enclosed information regarding HSC accounting procedures and samples of the pertinent forms. To withdraw from the fund, as you incur expenses, you must follow HSC Procurement procedures. Cheque requisitions with **original receipts attached, approved by your HSC Supervisor** are forwarded to the HSC Medical Staff Office, PZ420, 771 Bannatyne Avenue, for authorization by the account administrator before they will be processed. Purchase orders are required for items over \$100.00. Please note that when paying a salary for the project work, payroll taxes must be taken into account so as not to exceed the amount of the award.

Funds should be disbursed within 24 months from date of award (July 1, 2013) and used only for this project. **A summary of the work done is to be provided upon completion.** Unused funds will be returned to the HSC Medical Staff Council.

Congratulations on behalf of the HSC Medical Staff Executive. We wish you well with your future studies and look forward to hearing the results of your study.

Sincerely,



Matthew Bailly
President
HSC Medical Staff Council

MB/ks
Enclosures
cc Supervisor, Program Head