



The Garrod Association

The Canadian Association of Centres for the Management of Hereditary Metabolic Diseases

4 Cataraqui Street, Suite 310, Kingston, ON K7K 1Z7
info@garrod.ca | 613-531-9210

GUIDELINES FOR APPLICATIONS
The Garrod Association Educational Award

1. The award shall be used to support attending an educational activity (e.g., course such as the NAMA, SSIEM Academy). The activity attended has to be directly related to inborn errors of metabolism.
2. The award is intended to offset expenses directly incurred by travel, lodging or course fees.
3. The applicant must be a Medical Resident (including sub-specialty Fellowships) or a post-doctoral (PhD) trainee in a clinical training program.
4. Successful applicants are eligible for one award only per Residency (or Fellowship) or post-doctoral training program. Unsuccessful applicants are able to reapply from the same training program.
5. The trainee's supervisor, and the trainee, must be members in good standing of the Garrod Association. A letter of support from the Program Director should accompany the application.
6. A maximum of four Educational Awards are available each year, each for up to \$1000. If the number of applicants is in excess of grant funds available, the grants will be awarded by lottery. Equitable distribution across institutions will be taken into consideration.
7. The trainee should be encouraged to diligently seek internal funding to support their travel to the desired course, and only if internal funding was unavailable should this application be advanced.
8. The Awards are applicable to travel in the 6 months following the application deadline.
9. Course expenses will be reimbursed upon presentation of original receipts. All receipts must be submitted within 4 weeks of the meeting, and will cover expenses up to the maximum amount of the award. Late receipts (more than one month after the last day of the meeting) will not be reimbursed.



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10. The complete application must include:

- a. Application form
- b. Information about the planned course
- c. Letter of support from the Program Director

11. Deadlines for Submission of the Educational Award are 23:59 Eastern Time on the first Monday of April of every year, or the last Monday of October of every year. Awards will be finalized within 4 weeks following the deadline. Applications received after the deadline will not be considered.