

July, 2011

To: South Pointe Residents

From: Donna Barton, Grants Coordinator/Brentwood Foundation

RE: Funding available for Academic Year 2011-2012 (7/1/2011- 6/30/2012)

The following is a summary of funding available to South Pointe residents for the Academic Year beginning 7/1/2011. This information will be listed on the Brentwood Foundation website by the end of July, 2011. All forms for stipend use, including educational items and travel, will be accessible on the Brentwood Foundation website. Forms can be downloaded, completed (*original signatures required on all forms*) and placed in Donna Barton's mailbox for processing. Hard copy forms will be available in the GME Department at the front desk area.

Fund #1: Each resident will be allocated up to \$1200 each academic year for educational materials, such as books, manuals, memberships, license fees, etc. Use the form entitled "Resident Use of Stipend Request".

Fund #2: Each resident will be allocated up to \$1200 each academic year for an educational stipend for meetings, programs or conferences that may or may not be required. These requests must be approved by the appropriate Program Director. (This does not include a Board Review or similar equivalent course which is approved for the final year of residency only.) Use the Cleveland Clinic Foundation – "Resident's/Fellow's Application for Meeting Attendance" form.

Fund #3: Each resident will be allocated a one-time amount of up to \$1200 for a Board Review or equivalent course – ONLY in his/her final year of residency. Use the CCF – "Resident's/Fellow's Application for Meeting Attendance" form.

Fund #4: The newly formed Grant Review Advisory Committee can review and approve requests for additional funding for resident educational and/or travel requests. The Brentwood Foundation website will have forms for special travel, research and additional educational requests with explanations of each.

Note: In order to facilitate the correct use of Fund #2, each Program Director is being asked to develop a flow chart of when (by year – PGY1, PGY2, etc.) each resident should be attending specific meetings, conferences, seminars, etc. other than a Board Review or equivalent course which will occur in his/her final year of residency.

Failure to acquire pre-travel approval will result in no reimbursement.