

# **CAPS Global Pediatric Surgery Scholarship**

Revised May 2016

## **Terms of Reference**

### **Purpose :**

To promote pediatric surgery in resource-poor countries and to foster international cooperation by enabling practicing pediatric surgeons from these countries to attend the annual CAPS scientific meeting.

### **Scope of the award:**

The grant will reimburse standard economy travel, accommodation and conference costs (conference registration at the Resident rate and any accompanying person social event fees) at the CAPS meeting to a maximum of \$3000 CAN. Any additional costs will be the responsibility of the CAPS Global Scholar.

The successful applicant will be expected to speak for 10-15 minutes to the CAPS membership about their pediatric surgical practice at the annual meeting.

### **Management of the Scholarship:**

- The CAPS Executive/Finance Committee will be responsible for the financial management of the fund.
- The Scholarship will be advertised annually through the CAPS website and at the time of meeting announcements and call for abstracts.
- The award committee will consist of the Global Partnership Committee and one representative of the Executive (if not already represented).
- Awards will be approved by the Executive and the Scholar notified a year in advance to allow time for visa processing.

Scholars will be responsible for their own travel and accommodation arrangements and must submit their receipts for reimbursement to a maximum of \$3000.

An Award Certificate will be presented to the CAPS Global Scholar at the CAPS meeting.

Application process:

Candidates are requested to submit before the set deadline an application including:

1. A short (2 page) Curriculum Vitae in English or French.
2. A 300 word document (English or French) outlining the reasons why the particular fellowship would be helpful for the individual, the hospital, the country and the pediatric patients.
3. A letter of recommendation from a CAPS member, or the country's pediatric surgical association president or secretary, or the local Chief of Surgery, or the pediatric surgery training program director where the applicant trained.
4. The Scholar will have an identified CAPS sponsoring member. It is desirable, but not obligatory, that the awardee undertake a short-term Observership before or after the CAPS meeting with pediatric surgeons hosting the meeting or in another Canadian pediatric surgery centre. Funding and logistics for this Observership are not within the scope of the current scholarship, however the committee will seek ways to facilitate this.
5. It is desirable, but not obligatory, that the candidate submit an abstract for poster or oral presentation through the regular submission process. The Global Partnership Committee chair should be advised if an abstract is submitted.
6. Any previously obtained fellowship/scholarship must be disclosed to the Global Partnership Committee chair at the time of the application (include in C.V.).
7. Scholars will be requested to submit their original receipts and a 1-2 page report of their visit activities and anticipated future outcomes to the Global Partnership Committee at the end of the CAPS conference in order to receive the funds.

Applications should be made to the CAPS Global Partnership Committee Chair (see [www.caps.ca](http://www.caps.ca) for contact person and email). The deadline for application will be set by the CAPS Global Partnership Committee to allow time for the awardee to make travel arrangements and obtain a visa.