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Requests for Financial Sponsorship Guideline

Office of Accountability:	Dean, Faculty of Medicine and Dentistry
Office of Administrative Responsibility:	Dean, Faculty of Medicine and Dentistry
Approver:	Dean's Executive Committee
Scope:	Compliance with this Faculty policy extends to all members of the Faculty of Medicine and Dentistry community.

Overview

The powers, duties and functions of the Dean of the Faculty of Medicine and Dentistry (FoMD) include management and oversight of the budget of the Faculty. In this role, the Dean is frequently asked to provide **Financial Sponsorship** to various groups and individuals to support a function, individual or group of individuals' academic endeavours. The Faculty and the Office of the Dean cannot comply with every request.

Purpose

This policy exists to provide the principles the Faculty, the Office of the Dean and members of the Faculty follow to guide and respond to these requests.

POLICY

The following policy principles guide responses to requests for financial sponsorship:

1. The request for financial sponsorship aligns with the values of the Faculty of Medicine and Dentistry and the University of Alberta.
 2. The dollar value of the sponsorship provides an appropriate, measureable benefit to the Faculty or the University.
 3. The request enhances the image of the Faculty and the University as a responsible corporate citizen and leader in post-secondary education.
 4. The request provides realistic value for increasing awareness of, or as a marketing and branding tool for, the Faculty or the University.
 5. University policy allows honoring the request (e.g. no charitable donations either directly or indirectly except as part of advancement activities).
 6. Repeat requests require accompanying reporting on previous sponsorship prior to funding again.
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PROCEDURE

The appropriate unit delegated with the budget authority to render a decision receives all requests for financial sponsorship received by the Office of the Dean or the Faculty of Medicine and Dentistry.

As such:

- Learners (including students, residents, graduate students and fellows) should seek funding from the Vice-Dean or the appropriate education program, division, department or institute responsible for their education or studies.
- Requests for funding to sponsor a research-related activity should seek funding from the office of the vice dean research or the appropriate department.
- Requests for funding related to a clinical specialty or particular area go to that area (e.g. a sponsorship request to support a conference on infectious disease would go to the division of infectious disease).
- Requests for funding related to charitable giving (philanthropic funding from donors) go to the Office of Advancement for review. Note: that the U of A and FoMD do not make charitable donations.

Individuals with delegated budget authority for their unit or program have discretion to consider and provide financial sponsorship within the limits of the above principles and procedures and their respective budget allocations.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

Financial Sponsorship	Funding, often unbudgeted, for various activities of members of the Faculty community requested of the Dean or the Faculty. Examples of these activities include but are not limited to travel, visitor support, conference support, catering.
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RELATED LINKS

There are no related links for this policy.

Should a link fail, please contact uappol@ualberta.ca. [\[▲Top\]](#)

PUBLISHED PROCEDURES OF THIS POLICY

Requests for Financial Sponsorship Procedure