Application

for

Medical Directorship and Program Coordinator/ Staff Leadership Support Funds

Division of Cardiovascular Medicine

Gill Heart and Vascular Institute

Faculty and staff in the Division of Cardiovascular Medicine or the Gill Heart and Vascular Institute may request supplemental funds (e.g. in addition to the Professional Enrichment (PE) fund), to use for travel or similar **to participate in educational activities that will support clinical programmatic or leadership activities**. Individuals who receive support will be expected to disseminate the knowledge gained from the educational activity and/or develop a plan to utilize the experience in process improvement. Approval of this additional funding will be contingent upon the availability of such funds in the current operating expense budget, as well as approval by the Director of the Gill Heart Institute.

Please be aware of the following before submitting a request for Medical Directorship and Staff Leadership Support Funds:

1. The request must be made on the form provided, and submitted to the Division Administrator. A copy of conference or meeting agenda should be included with the application, if applicable.
2. A maximum of $2,500 may be requested within one fiscal year.
3. To assist with budgeting for these additional funds each year, requests made specifically for funding for a conference should be made as far in advance as possible.
4. Past support requests will be taken into account when current requests are being reviewed for appropriateness, and subsequent approval.

Notification of approval will be provided within two business days of the submission of this request.

**\*Please submit completed form to Ashlee Rodenhauser** **ashlee.rodenhauser@uky.edu**

**or Amy Iwahara** **Amy.Iwahara@uky.edu**

**Request for Medical Directorship and Staff Leadership Support Funds**

Date of request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UK Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requesting funds for:

 Travel

 Other

Description of the activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Plan for dissemination of information or process improvement at UK based on the activity:

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Estimate of support needed: $\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any special circumstances to be considered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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After review, your request has been Approved Denied

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_