



CANADIAN SOCIETY OF  
**OTOLARYNGOLOGY**  
HEAD & NECK SURGERY

## Canadian Otolaryngology Head & Neck Surgery Fund

### **Dr. Elena M. O'Connell Memorial Fund Fund for Education and Outreach**

The Dr. Elena M. O'Connell Memorial Outreach Fund was founded in 2021 in memory of Dr. Elena M. O'Connell who passed away in 2014 after a long career in Otolaryngology – Head & Neck Surgery. Starting her medical journey at the Safarik Institute in Kosice, Slovakia. As a junior surgical resident Dr. O'Connell emigrated to Canada in 1968. She completed her training in Otolaryngology at the University of Western Ontario. Dr. Elena O'Connell started working as an Otolaryngologist in Calgary, Alberta in 1975. She then moved to Medicine Hat, Alberta where she raised two sons while also providing Otolaryngology services to the population of southeastern Alberta for almost 40 years. Dr. E.M. O'Connell took great pride in watching the number of Women in her speciality grow over her career. While more and more women have chosen to enter Otolaryngology as a career pathway, Women still represent a minority of Otolaryngologist – Head and Neck Surgeons in Canada. Dr. Elena O'Connell was very proud to be an Otolaryngologist, Colleague, Mother, and Friend. In the spirit of this legacy the Dr. Elena M. O'Connell Memorial Fund is designed to provide financial support to groups and/or individuals engaged in furthering the advancement of Women in Otolaryngology.

Interested applicants should submit a formal letter of intent providing as much detail as possible regarding the proposed project or endeavour. Details should include (but are not limited to) a description of the project including primary and secondary goals, timeline of the project, project leads, co-leads, and management team, itemized budget for the project, and disclosure of other funding sources accessible for the project.

The following are guidelines to the granting process of the Dr. Elena M. O'Connell Memorial Outreach Fund

#### **Goals and Guiding Principles**

Applications can be received from members of the Canadian Society of Otolaryngology – Head & Neck Surgery, as well as non-affiliated members or groups. Projects should embody the values of the Canadian Society of Otolaryngology – Head & Neck Surgery.

#### **Projects should reflect:**

1. A dedication to surgery and/or health initiatives directly designed to empower Women in Otolaryngology – Head & Neck Surgery
2. Special attention will be given to projects, groups or individuals who represent or striving to improve the health and wellness of first nations, visible minorities or other underrepresented groups or communities.
3. Expenses funded through the fund include (but are not necessarily limited to) travel expenses for individuals travelling for purposes outlined in point 1, or for individuals from these areas travelling to Canada to receive further training or experience. Scholarships for leadership or educational courses/fellowships/opportunities for appropriate applicants. Capital infrastructure projects impacting the health of underserved communities can be funded if the project is of an appropriate scale.

Preference will be given to new initiatives yearly, ideally funds will not be given to the same individuals or groups in successive years to foster broader thinking, stimulate new projects and ensure the fund is available to a broad variety of initiatives. Normally the fund will be distributed on a yearly cycle, if there are no acceptable projects for that funding cycle no funds will be disbursed.

## **Application Review Process**

Applications will be reviewed by the CSOHNS Women in Otolaryngology Committee(s). The CSOHNS Women in Otolaryngology will then nominate a single application for final review by a member of the O'Connell family. Decisions regarding successful applicant(s) will be announced at the annual general meeting of the CSOHNS.

## **Reporting**

While the Dr. Elena M. O'Connell Outreach fund is designed to benefit the recipients, the CSOHNS wishes to benefit also by learning of the experiences fund recipients gain from their projects and initiatives. To fulfill this goal, recipients of the fund will be required to report back to the CSOHNS outreach committee with a written interim update as well as a final formal written report describing the completed or active project and how the fund enabled the project itself. Where possible the recipients will be expected to present their work at the CSOHNS Annual meeting.

## **Funds Available in Any Funding Cycle**

\$10,000.00 CDN per annum

Funds made available through donations from the O'Connell Family

Disbursements for outreach projects will come from the CSOHNS Fund. An Annual donation of \$10,000 will be provided to replenish funds as they are distributed. Successful projects will be identified at the discretion of the CSOHNS Outreach Committee in combination with a representative of the O'Connell family. There is no obligation to spend the full \$10,000 if no appropriate project or initiative is identified in any particular funding cycle.

## **Application Process Timeline**

1. April 15: Application deadline for funding cycle
2. May 15: All applications reviewed by funding committee, successful candidate/group identified and notified
3. July 1: Funds distributed
4. December/January: Written interim report submitted to fund committee
5. May/June: Final written report submitted to fund committee, presentation at CSOHNS Annual meeting 2026