### Justification Building Grid

The below are samples in each category to get you started, you are not limited to using what is here.

<table>
<thead>
<tr>
<th>Expense Purpose</th>
<th>Conference</th>
<th>Training/Education</th>
<th>Licensure or Certification</th>
<th>Textbook or other published education tool</th>
<th>Research</th>
<th>Recruiting</th>
<th>Donor Relations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gathering of people to discuss/learn about common interests</td>
<td>Learning necessary for certification, medical practice, resident teaching, and/or research endeavors</td>
<td>License/certification required to practice medicine</td>
<td>Resource for education purposes related to medical practice, resident teaching, and/or research endeavors</td>
<td>Investigation or experimentation to discover</td>
<td>Seek to engage prospective faculty, staff or students</td>
<td>Seek support or funding from current and prospective donors and stakeholders</td>
<td></td>
</tr>
</tbody>
</table>

**My role is**
- Coordinator
- Delegate
- Facilitator
- Participant
- Presenter
- Speaker

**Expense Description**
- Coordinator
- Delegate
- Facilitator
- Participant
- Presenter
- Speaker

**My role is**
- APP
- DOM
- DLMF
- L
- T
- LS
- W
- O
- D
- PhD

**Prepare what you did using some verbs.**
- Arrange
- Change
- Create
- Demonstrate
- Discover
- Develop
- Estimate
- Evaluate
- Explain
- Generate
- Negotiate
- Plan
- Practice
- Read
- Reference
- Select
- Set up
- Solve
- Test
- Teach
- Translate
- Write

**Describe how it benefits you, the program, the department, the University**
- Community Outreach
- Continuing Education
- Networking
- Public Awareness
- Clinic Operations
- Patient Care
- Continuing Education
- Community Outreach
- Project Protocol
- Public Awareness
- Research Mission
- Recruitment
- Monetary support
- Networking
- Public Awareness
<table>
<thead>
<tr>
<th>Expense Purpose</th>
<th>Conference</th>
<th>Training/Education</th>
<th>Licensure or Certification</th>
<th>Textbook or other published education tool</th>
<th>Research</th>
<th>Recruiting</th>
<th>Donor Relations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant at AAD conference to learn and network for continuing education with fellow Dermatologists.</td>
<td>Participant at grant proposal writing workshop for continuing education to learn skills necessary in research endeavors.</td>
<td>Renewal of Board license necessary to see patients as MD with the Department of Dermatology clinic.</td>
<td>Dermatology textbook for continuing education to teach Department of Dermatology residents as MD faculty.</td>
<td>Attending Dermatology X Conference to compare project protocols of my Derm II project, which aims to investigate Areata Alopecia with other Principal Investigators. This will benefit the Derm II project to open up the idea of mutually beneficial collaboration and hopefully monetary savings.</td>
<td>Recruiting hospitality meal to engage prospective faculty in an effort to relate to recruit as a current MD with the department.</td>
<td>Fundraiser held that invited current donors in an effort to seek continued monetary support. Multiple faculty members were in attendance to represent the department.</td>
<td></td>
</tr>
<tr>
<td>Speaker at ARVO conference to represent the University and disseminate research findings for community outreach and continuing education at a gathering of fellow Ophthalmologists.</td>
<td>Trainer at ophthalmology resident course for continuing education of attending residents to practice procedure techniques needed for their clinical practice.</td>
<td>DEA renewal required to prescribe medication to patients as MD in the department’s ophthalmology clinic.</td>
<td>Ophthalmology journal subscription for continuing education to be used as reference in clinical practice as OD.</td>
<td>As Research Facilitator, I disseminated our investigative research findings at Research Forum for public awareness purposes. Since this was a public outreach project, this was part of the project protocol.</td>
<td>Creation of residency recruitment handout to introduce medical students to the Department of Ophthalmology’s Residency Program in an effort to encourage their application to our program.</td>
<td>Chair travel to visit with potential donors to arrange monetary support of the Department.</td>
<td></td>
</tr>
<tr>
<td>Coordinator of residency program booths at AAFP Conference to facilitate public awareness of our department’s Residency Programs for recruitment purposes at a gathering of medical students.</td>
<td>Participant in Point of Care Ultrasound Workshop to develop skills needed for clinical practice in a continuing education setting.</td>
<td>ABFM maintenance of certification required to practice medicine as DO Resident with the Department of Family Medicine’s Mankato clinic.</td>
<td>ABFM for continuing education study to prepare for certification exam required to practice as an MD.</td>
<td>Meeting with Community Partners, CO-I and PI to analyze the results of the experiments completed as part of the Health Disparities project protocol.</td>
<td>Hospitality lunch with search committee members and recruit to discuss open faculty position as our ongoing engagement with potential faculty.</td>
<td>Development officer met with donor to negotiate the terms of pending donation including monetary support and advertisement for public awareness.</td>
<td></td>
</tr>
</tbody>
</table>