TITLE: Financial Support for Research Related Medical School Travel

SPONSOR: CMS Dean’s Office

EFFECTIVE DATE: February 24, 2017

INTRODUCTION AND PURPOSE:
The Dean of CMS is pleased to announce continued support for medical students’ travel to present their own original research at a national meeting. Research is important for a medical student so s/he can become thoroughly engaged with evidence-based practices and for acquiring outstanding, competitive residencies for which s/he may desire to apply. The CMS administration wishes to facilitate such research presentation opportunities for the student. This announcement is for the purposes of establishing guidelines for a student to apply for such internal support.

CANCELLATION:
N/A

SCOPE AND APPLICABILITY:
The research must have been done by the student while enrolled in CMS (including leave of absence) and must have been mentored by an RFUMS faculty member or accomplished through one of our sponsored programs, including CMS Summer Research Fellowship, MCUR618 Sophomore research elective, Senior research elective, AIL/M1a, or an approved off-site medical school or research institute.

POLICY STATEMENTS:
The research to be presented should be of high quality in order to bring honor to the student and RFUMS/CMS. An appropriate forum for national presentation of the research should be identified by the student in conjunction with his/her mentor. Many of these venues are highly competitive and should be chosen with care. On the other hand, many national meetings reserve spaces for student presentations to encourage student participation. The mentor will usually be the best judge of the quality, significance, and impact of the research. The student should consult her/his mentor about applying to a national meeting. The presentation may be either a poster or a podium type of presentation.
In order to receive travel funds the student must be the presenting author. If multiple students are co-presenting the same work they must share the funds of a single travel award.

Travel will be supported for domestic meetings (including Canada and Mexico) only. Travel should be by economy fare, at the most reasonable housing-rate possible, and with the usual restrictions on meals (available on Insite) that hold for any university-supported traveler. Duration of stay at the meeting should be consistent with the benefit of the student’s professional contacts and with minimizing excessive costs. The more economical each student is, the more students CMS will be able to support. A student may normally receive only one travel award from CMS during their time in school. Please be aware that there is a cost limit to what can be reimbursed for the travel and this may change from year to year.

In instances where the mentor (Principle Investigator) would likely send a student to the same or similar meeting, AND HAS FUNDS, the mentor may be asked to cost-share with the Dean’s office.

A set amount of funds will be made available to support this program during the academic year. It is the intent of this policy to award approximately one-half of the total available funds during the first-half of this period. Unexpended funds may be carried over by CMS from the first- to the second-half of the academic year. As soon as a student knows s/he is going to present, s/he should apply for an award. In the event that a student does not receive a CMS travel award, s/he should seek other sources of support or self-support for the valuable experience of presenting their research.

**DEFINITIONS:**

N/A

**PROCEDURES:**

The travel award should be approved by Dr. Robert A. Marr, Assistant Dean for Research, before the travel occurs. The abstract for the work should be submitted to Dr. Marr along with an estimate of expenses. Ideally, this internal review would occur before the abstract is submitted to a meeting in order to ensure some quality control on presentations emanating from CMS. However, in certain instances the abstract may be submitted to Dr. Marr after submission, or even after acceptance, by the desired meeting.

Receipts for all travel expenses must be turned in to the Dean’s office in order for the travel to be reimbursed.

**POINTS OF CONTACT:**
References and related policies:  
N/A