



## Medical Student Research Presentation at Professional Conferences/Meetings

The travel fund for medical student research presentation is administered through the Office of Student Affairs. The funds exist to provide supplementary support to medical students who have been invited to present the results of their research efforts at a professional conference or meeting.

### Eligibility:

- Student must be presenting, including poster, results of JABSOM generated research at a professional medical conference or meeting.
- Student may be from MS1 to MS4
- Student cannot have been previously funded for another research presentation within the previous 12 months.

### Requirements:

- Student must fill out request for travel support and obtain approval from the Director of Student Affairs **30 days before the conference.**
  - o Must also provide a copy of: **formal acceptance, copy of submitted abstract and copy of conference/brochure**
  - o No post-meeting funding will occur after the fact; if pre-meeting request is not submitted including all required documentation
- Student must obtain approval signatures from research mentor, as well as Course Director or Clerkship Director who will be affected by the student's absence prior to submittal to OSA for final approval
- Student must be in good academic standing
- Student will continue to be responsible for any missed academic requirements or content
- Funding will be used for meetings occurring within US or Canada only
- Other sources of funding must have been exhausted
- **Within 30 days upon completion of travel**, student must submit original receipts for airfare and conference fees, boarding passes, and travel itinerary or e-ticket printout.
  - o If credit card payments were made, copies of statements showing these amounts are required

### Limitations:

In order to insure that as many students can partake of this fund, the maximum amount of funding available for any one student is **\$500** to cover **only economy round trip airfare and conference fee**. Only one student per project will be funded and **funds are supplemental only.**

A handwritten signature in black ink, appearing to read 'Lawrence Burgess'.

Lawrence Burgess, MD  
Director, Office of Student Affairs

**Request for support: MEDICAL STUDENT RESEARCH PRESENTATION**

Name: \_\_\_\_\_ Level: MS  1  2  3  4  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

1) Name of Scientific Conference: \_\_\_\_\_  
Title of Paper/Poster Accepted for Presentation: \_\_\_\_\_  
\_\_\_\_\_

Mentor (print name): \_\_\_\_\_ Mentor contact info: \_\_\_\_\_  
(signature) \_\_\_\_\_  
Conference Dates: \_\_\_\_\_ Location: (city, state): \_\_\_\_\_

2) Reimbursement is only up to **\$500.00** (To include only round-trip (economy) airfare and conference fee)  
**Approval is subject to the availability of funding**

Estimated cost of travel:  
Economy round-trip airfare: \_\_\_\_\_  
Conference fee (if applicable) \_\_\_\_\_

3) **You must exhaust other sources of funding so this fund can support the maximum number of students.**

Have you requested any outside funding for this conference? Yes \_\_\_ No \_\_\_

Have you received any outside funding for this conference? Yes \_\_\_ No \_\_\_

Who did you receive outside funding from: \_\_\_\_\_ Amount: \_\_\_\_\_

NOTE: **Outside support must be used first**; funding from OSA can supplement additional costs.

4) Qualifications:

- \* Must be presenting at a national conference (includes poster presentation); one student per project.
- \* Student must be in good academic standing.
- \* Student must obtain signature of Course/Clerkship Director for course affected at time of conference.
- \* Student is responsible for any missed academic content.
- \* Student must obtain approval from the Director of Student Affairs **at least 30 DAYS BEFORE** the conference, or reimbursement will not be given.
- \* Fund to be used for U.S./Canada travel only.

5) Limited to one trip per student per academic year.

6) Please attach the following items with this request:

- \* Letter/notice of acceptance to present paper/poster.
- \* Abstract, with authors.
- \* Announcement or brochure for conference.

7) The following items must be submitted to the Office of Student Affairs **WITHIN 30 DAYS OF YOUR RETURN** from the conference. If requested items are not submitted to OSA within this time frame, reimbursement will not be given.

- \* Original receipts showing airfare/conference fee amounts paid - Submit a copy of your credit card statement showing this charge.
- \* Boarding passes/passenger receipt stubs.
- \* Conference brochure/program (Make a note in the brochure/program of where your name/poster is listed.)
- \* Travel itinerary from web site, travel agent or e-ticket printout.

Signatures

\_\_\_\_\_  
Student Date Course/Clerkship Director during which travel takes place Date

Approved - This request must be submitted to OSA at least **30 DAYS BEFORE** the conference, or reimbursement will not be given.

\_\_\_\_\_  
Director of Student Affairs Date