



Office of Research & Sponsored Programs
Standard Operating Procedure
Medical Student Travel Funding

PURPOSE:

This Standard Operating Procedure defines the Medical Student Travel Funding program for supporting student travel to professional meetings as a presenting author.

DESCRIPTION:

The Office of Research & Sponsored Programs has limited funding available to help medical students attend scholarly conferences to present their research. Request for funding are reviewed quarterly. Travel funds must be used in accordance with BCOM policies and are to be used only for expenses directly associated with the conference travel. The amount of awards is subject on availability of funds and travel destination.

SCOPE:

This SOP applies to currently enrolled BCOM Medical Students.

ELIGIBILITY:

Students must meet the following criteria to be eligible for funding through this program:

- Student must be enrolled in BCOM at the time of travel. Summer travel is permissible as long as the student is returning to BCOM for the next year of study.
- Student must be in good academic standing.
- The research must have been conducted under the supervision of a BCOM faculty member. Typically, the BCOM faculty member will be a co-author or sponsor on the research being presented.
- The recipient of the travel funds must be the presenting author at the conference. Documentation of presenting author status must be provided.
- Only one award per student per year is allowed.

PROCEDURE:

Application Process:

Currently enrolled BCOM Medical Students meeting all eligibility criteria may apply for funding to support travel to professional conferences where they are presenting research conducted at BCOM in collaboration with BCOM faculty. In order to be considered for funding, the applicant must submit a completed "Request for Student Travel Funding" including the required associated materials to the Office of Research and Sponsored Programs by the deadlines provided in these procedures. Request for funds must be made in advance of travel. Requests for travel that has already occurred will not be considered.

Applications must be submitted electronically in PDF format to the Office of Research & Sponsored Programs (Research@bcomnm.org) by 5:00 p.m. by the application deadline. Deadlines apply regardless of weekends or holidays since submission is electronic. Applications must be accompanied with a: 1) copy of the Abstract or Creative Work that is submitted to the meeting; 2) fully executed Excused Absence Request form; 3) fully executed BCOM Travel Requisition (<http://bcomnm.org/faculty-staff/forms/>), 4) acceptance letter or notification from conference indicating that the student requesting funding is the presenting author. Incomplete or late applications will not be considered for funding.

Application Deadline	Travel Dates	Award Notification Date
January 1	April 1 – June 30	January 31
April 1	July 1 – September 30	April 30
July 1	October 1 –December 31	July 31
October 1	January 1 – March 31	October 31

Allowable expenses for the Student Travel Awards include meeting registration, meals, room expenses, transportation (e.g., airfare or rental car) and incidentals related to travel (e.g., Uber, taxi, shuttles, etc.). Reimbursement will be based on GSA Per Diem rates for the destination. Per Diem Rates for 2018 can be found online at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Funding must be used in accordance with BCOM Business Office Policies.

Expenses will be reimbursed upon return from the conference. Reimbursement requests for funded travel must be submitted to the Office of Research and Sponsored Programs on the BCOM Expense Report (<http://bcomnm.org/faculty-staff/forms/>) and must be accompanied by receipts.

Review of Applications and Recommendation for Approval:

Quarterly review of submitted applications will be conducted by a faculty committee appointed by the Office of Research & Sponsored programs consisting of the Assistant Director of ORSP- Student Research, one clinical faculty member, and one basic science faculty member. The committee will rank applications and recommend funding to the Director of the Office of Research & Sponsored Programs. Award notices will be sent out by the Director of the Office of Research & Sponsored Programs. The number of request funded is subject to availability of funds.