1. Purpose
Defines the Medical Student Travel Funding program for supporting student travel to professional meetings as a presenting author.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities
Assistant Dean for Research
IRB Chairperson

4. Definitions/Abbreviations

5. Procedural Steps

1. Eligibility – Students must meet the following criteria to be eligible for funding through this program:
   a. 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.
   b. Student must be in good academic standing.
   c. 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.
   d. The recipient of the travel funds must be the presenting author at the conference. Documentation of presenting author status must be provided.
   e. Only one award per student per year is allowed.

2. Application Process:
   a. 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.
   b. 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 (ORSP) by the deadlines provided in these procedures.
   c. Requests for funds must be made in advance of travel. Requests for travel that has already occurred will not be considered.
   d. Applications must be submitted electronically in PDF format to the Office of Research and Sponsored Programs (Research@bcomnm.org) by 5:00pm on the application
deadline. Deadlines apply regardless of weekends or holidays since the submission is electronic.

e. Applications must be accompanied with a:
   i. Copy of the Abstract or Creative Work that is submitted to the meeting
   ii. Fully executed Excused Absence Request Form
   iii. Fully executed BCOM Travel Requisition (http://bcomnm.org/faculty-staff/forms/)
   iv. Acceptance letter or notification from the conference indicating that the student requesting funding is the presenting author.

f. Incomplete or late applications will not be considered for funding

g. Deadlines:

<table>
<thead>
<tr>
<th>Application Deadline</th>
<th>Travel Dates</th>
<th>Award Notification Dates</th>
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</thead>
<tbody>
<tr>
<td>January 1</td>
<td>April 1 – June 30</td>
<td>January 31</td>
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<td>April 1</td>
<td>July 1 – September 30</td>
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<tr>
<td>July 1</td>
<td>October 1 – December 31</td>
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<td>October 1</td>
<td>January 1 – March 31</td>
<td>October 31</td>
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3. Allowable Expenses and Reimbursement:
   a. Allowable Expenses for the Student Travel Awards including meeting registration, meals, room expenses, transportation (e.g., airfare or rental car) and incidentals related to travel (e.g., Uber, taxi, shuttles, etc.).
   b. Reimbursement will be based on GSA Per Diem rates for the destination. Per Diem Rates can be found online at: https://www.gsa.gov/travel/plan-book/per-diem-rates.
   c. Funding must be used in accordance with BCOM Finance Office Policies.
   d. Expenses will be reimbursed upon return from the conference.
   e. 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.

4. Review of Applications and Recommendation for Approval:
   a. Quarterly review of submitted applications will be conducted by a faculty committee appointed by the Office of Research and 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 ORSP. Award notices will be sent out by the Director of ORSP. The number of requests funded is subject to availability of funds.

6. Reports/Charts/Forms/Attachments/Cross References

Student Travel Funding and Forms:

https://bcomnm.org/intramural-support/student-travel-funding/

7. Maintenance

Developed by Joseph N. Benoit, Ph.D., Assistant Dean for Research

Reviewed annually by BCOM Research Advisory Council
### 8. Signature

<table>
<thead>
<tr>
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<td>Joseph N. Benoit, Ph.D, Assistant Dean for Research</td>
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### 9. Distribution List

BCOM Faculty, Staff, and Students

### 10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
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<td></td>
<td></td>
<td>Numbering Change from MSR.001.00 to RSP.003.00 (no content change)</td>
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