

# Creighton University School of Medicine

## Medical Education Program Policies

POLICY: Medical Student Research Travel Award Policy

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 7/9/2019

REVISED DATE: 1/28/2020

LCME ACCREDITATION STANDARD REFERENCE: Element 3.2 Community of Scholars/Research Opportunities

### **PURPOSE**

The Creighton University School of Medicine (CUSOM) encourages students enrolled in the Medical Education Program to participate in research and scholarly projects that enhance their educational experience and improve the lives of others. In order to support this mission, CUSOM may provide travel awards to supplement medical student costs of attendance to present scholarly work at extramural regional or national conferences.

This policy defines which students are eligible for the travel awards and how the funds are awarded.

### **POLICY**

#### **A. Eligibility**

1. To be eligible to apply for travel support the medical student must:
  - a. be a registered medical student in good academic standing in the Medical Education Program.
  - b. be presenting scholarly work performed while enrolled in the Medical Education Program, preferably with a CUSOM faculty mentor.
  - c. be attending an extramural regional or national conference not sponsored by CUSOM and/or CUSOM's primary clinical affiliates.
  - d. complete and submit the award application in the quarter prior to conference attendance (see below: Submission & Review).
  - e. if awarded, adhere to the Medical Education Program's Attendance and Absence Policy.
  - f. if awarded, adhere to the reimbursement procedure to receive award funds.
2. The travel award will not be provided to a student whose intent is to solely attend a conference (i.e., not presenting scholarly work), nor will it be provided for international travel to present scholarly work.

#### **B. Award**

The travel award amount is dependent upon the number of applications received, the amount of available funds, competitive review of the scholarly work, and prior receipt of award(s) by the applicant. An application may be awarded for any amount up to but not exceeding \$750 for estimated allowable expenses. There is no limit to the number of travel awards that an individual student may apply for or receive, but preference will be given to

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first-time applicants.

### C. Allowable Expenses

1. The travel award is intended to offset a student's cost of conference attendance.

Allowable expenses include:

- a. conference registration fee,
  - b. transportation,
  - c. lodging,
  - d. meals, and
  - e. poster printing.
2. Students are expected to use the more economical choice of airline or automobile transportation. Airline flights are acceptable for distances in excess of three hours driving time. Automobile mileage will be reimbursed at the approved Creighton University rate only to the student whose car is being driven. Automobile mileage reimbursement will not be given if the cost of flying is less than the cost of driving. No reimbursement will be provided for expenses incurred by family members or guests accompanying the student. No reimbursement for alcohol is permitted. Itemized original receipts are required for all allowable expenses other than automobile transportation.

### PROCEDURE

#### A. Submission & Review

1. Students must complete the [Travel Award Application](#) which should include:
  - a. the abstract for their research,
  - b. notification of acceptance to present,
  - c. amount of money requested,
  - d. formal documentation of the conference, and
  - e. faculty member sponsor.
2. A quarterly submission and competitive review process will be used by the Associate Dean for Medical Education to make travel award decisions. Students must complete the application by the last Wednesday of the quarter prior to that in which travel is planned.

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- a. Quarter 1: Submit application by the last Wednesday in June for conference travel beginning in July, August, or September.
  - b. Quarter 2: Submit application by the last Wednesday in September for conference travel beginning in October, November, or December.
  - c. Quarter 3: Submit application by the last Wednesday in December for conference travel beginning in January, February, or March.
  - d. Quarter 4: Submit application by the last Wednesday in March for conference travel beginning in April, May, or June.
3. The Travel Award decision will be communicated to all applicants.
  4. A student may submit only one application per quarter. In the case of joint scholarship, only the presenting author may apply.

### B. Distribution

The travel award will be given as reimbursement of allowable expenses paid which must total or exceed the award amount, or the award amount may be reduced. Original itemized receipts or electronic receipt must be provided within five business days following conference travel to the student's respective campus representative:

- Omaha Campus:  
Garland Jarmon  
[gjarmon@creighton.edu](mailto:gjarmon@creighton.edu)  
402-280-3672
- Phoenix Campus:  
Cathy Carlisle  
[Cathy.Carlisle@dignityhealth.org](mailto:Cathy.Carlisle@dignityhealth.org)  
602.406.3253

A Travel and Expense Reimbursement (TER) form for payment by direct deposit to the student's account will be completed by the campus representative to ensure required documentation is obtained from the student.

### SCOPE

All students enrolled in the Medical Education Program.

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### **ADMINISTRATION AND INTERPRETATION**

The Office of Medical Education is responsible for the administration of this policy. Please forward questions to the Associate Dean of Medical Education.

### **AMENDMENT**

This policy may be amended by majority vote of the School of Medicine Educational Program Committee.