

# 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; 6/8/2021; 4/26/2022; 1/24/2023

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. To support this mission, the Medical Education Program may provide travel awards of up to \$750 toward the costs of attendance to facilitate medical student presentation of 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. The School of Medicine requires all Travel Award recipients to adhere to the Creighton University Travel Policy.
- B. Eligibility
  1. To be eligible to apply for travel support the medical student must:
    - a. be the first student author for the research project
    - b. be a registered medical student in good academic standing in the Medical Education Program.
    - c. be presenting scholarly work performed while enrolled in the Medical Education Program, preferably with a CUSOM faculty mentor.
    - d. be attending an extramural local, regional, or national conference not sponsored by CUSOM and/or CUSOM's primary clinical affiliates.
    - e. complete and submit the award application (see below: Submission & Review).
    - f. if awarded, adhere to the Medical Education Program's Attendance and Absence Policy.
    - g. 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.
- C. Award

The travel award amount is dependent upon the number of applications received, the

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amount of available funds, competitive review of the scholarly work, and prior receipt of award(s) by the applicant. 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 first-time applicants. However, a travel award can only be used once per research project.

### D. 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
- e. poster printing

2. Transportation Expenses

- a. Airline flights are acceptable for travel that requires more than three hours driving time each way.
- b. Automobile mileage will be reimbursed at the approved Creighton University rate only to the student whose car is being driven.
- c. Reimbursement will not be provided for expenses incurred by family members or guests accompanying the student.

### PROCEDURE

#### A. Submission & Review

1. Students must complete the [Travel Award Application](#) which should include:

- a. the abstract for the research presentation
- b. notification of acceptance to present if peer reviewed
- c. amount of money requested up to a maximum of \$750
- d. formal documentation of the conference
- e. faculty member sponsor

The Travel Award application must be submitted and approved prior to attending a conference.

2. A monthly submission and review process will be used by the Associate Dean for Medical Education to make travel award decisions. Students must submit an application

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two months prior to conference. The Travel Award decision will be communicated to all applicants.

- A student may submit only one application per month. In the case of joint scholarship, only first author may apply.

### B. Distribution

The travel award will be given as reimbursement of allowable expenses paid up to a maximum of \$750. Original itemized receipts or electronic receipts must be submitted to the coordinator no later than five (5) business days following conference travel. The coordinator will submit a Travel and Expense Reimbursement (TER) form on the awardee's behalf after all required receipts have been received.

- a. Receipts Submission: All receipts should include the following information:
  - i. Payee's name
  - ii. Method of payment
  - iii. Vendor
  - iv. Date of expense
- b. Meal Receipts: Meal receipts must include the following information:
  - i. Itemized receipt of purchase
  - ii. Payee's Name
  - iii. Vendor
  - iv. Method of Payment
  - v. Date of Expense

### SCOPE

All students enrolled in the Medical Education Program.

### 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.