

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; 7/25/2023

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 presenting original research that was performed by the student (together with a collaborative team, if applicable) and not to include contribution by generative artificial intelligence.
 - e. be presenting original research that was approved by IRB, if human subjects are involved
 - f. obtain prior approval from the Educational Policy Committee, if the research involves medical students as subject of the research study (ie, surveys of medical students)
 - g. be attending an extramural local, regional, or national conference not sponsored by CUSOM and/or CUSOM's primary clinical affiliates.
 - h. complete and submit the award application (see below: Submission & Review).
 - i. if awarded, adhere to the Medical Education Program's Attendance and Absence Policy.

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- j. if awarded, adhere to the reimbursement procedure to receive award funds.

The travel award will not be provided to a student whose intent is to solely attend a conference (i.e., not presenting scholarly work). International travel to present scholarly work is not ordinarily allowed. However, the student is encouraged to consult with their mentor and the Office of Research prior to submitting an international travel request.

C. 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 individual student may apply for more than one travel award per academic year. However, priority will be given to students who have not received funding yet in that year. An individual student will receive no more than two travel awards per academic year. A travel award can only be received once per research abstract.

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

All poster printing costs for local, regional, and national conferences for SOM students will be paid for by SOM. This is not to be included in the travel grant requested funds.

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.

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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 at the meeting
 - c. The amount of money requested up to a maximum of \$750
 - d. formal documentation of the conference
 - e. A faculty member sponsor
 - f. if the research involves medical students as a subject, documentation of prior approval from the EPC must be provided
 - g. if the research involves human subjects, documentation of IRB approval must be provided

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

2. The Travel Award Application will automatically be routed to the student's research mentor and the department chair for funding recommendations. Reviews of applications will be conducted by the Office of Research on a continual basis. Students must submit an application at least two months prior to the conference. The Travel Award decision will be communicated to all applicants by the Office of Research.
3. In the case of joint scholarship, only the 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 Office of Research no later than five (5) business days following conference travel. The Office of Research 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

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- 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 Research is responsible for the administration of this policy. Please forward questions to the Office of Research Director of Research Programs.

AMENDMENT

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