Ohio University Heritage College of Osteopathic Medicine
Office of Research & Grants
Medical Student Travel Award
Guidelines and Procedure

Application Deadlines:

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<th>Semester</th>
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<td>Fall Semester</td>
<td>September 15, 2017</td>
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<td>Spring Semester</td>
<td>January 15, 2018</td>
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<td>Summer Semester</td>
<td>May 15, 2018</td>
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Award Guidelines
Awards will support conference travel, up to $500 for domestic travel and up to $750 for international travel, to present research findings. Students must be first author on the research poster/presentation. The awards are limited to one per fiscal year (July 1-June 30), per student. Awards are granted based on availability of funds and at the discretion of the Office of Research and Grants.

In an effort to ensure that available funding is maximized to fund the greatest number of students, applicants must also provide verification of application (i.e. email confirmation of submission or screenshot of application confirmation) for travel funding to the following, if applicable:

- Heritage College and/or Dual Degree Faculty Mentor or Advisor
- Heritage College Student Affairs (https://www.ohio.edu/medicine/about/offices/student-affairs/student-organizations/funding.cfm)
- CRSCA Discretionary Fund (https://www.ohio.edu/research/Funding.cfm)
- Graduate Student Senate/Graduate College Travel Grants (https://www.ohio.edu/gss/travel-grant.cfm)

Eligibility, Award Limitations and Availability of Funds
Awards will only be made to Heritage College students who have a Heritage College faculty mentor or advisor (including CORE affiliates).

Awards can only be used to cover conference registration, mileage, airfare, accommodations and rental car. Awards cannot be used to cover food, parking, posters or other supplementary expenses. Travel must take place after the deadline for the application.
The Office of Research and Grants will attempt to fund as many applications as possible. Funds will be awarded based on the budget provided by the applicant, and the award may be adjusted if the budget fails to meet the budget requirements. Awards may also be adjusted based on the availability of funding.

**Funding Priority and Determination of Awards**

Priority for funding will be as follows:

1. Podium Presentation at International Conference or Convention
2. Podium Presentation at National Conference or Convention
3. Podium Presentation at Regional or Local Conference
4. Poster Presentation

If there are more qualified applicants than funding available, awards will be based on a modified lottery system. Eligible proposals will be entered into a lottery and winners will be drawn at random until funding is expended. The last application drawn could be awarded a partial amount.

**Application Process and Requirements**

The proposal must be submitted through the online application system found at [https://ohio.qualtrics.com/jfe/form/SV_4Ow7dPDyhN5P8eV](https://ohio.qualtrics.com/jfe/form/SV_4Ow7dPDyhN5P8eV). PDF files are strongly encouraged as formatting can change between platforms when Word (or similar) files are used. Please note that Qualtrics allows only one document to be uploaded, so applicants will need to combine supporting documents into one PDF for submission.

Incomplete applications will not be reviewed.

Proposals should include:

1. **Online Application Form**
   The applicant must complete all of the information on the online application form found at [https://ohio.qualtrics.com/jfe/form/SV_4Ow7dPDyhN5P8eV](https://ohio.qualtrics.com/jfe/form/SV_4Ow7dPDyhN5P8eV).

2. **Abstract**
   Attach a copy of the abstract that was submitted to the conference. Please include the full author list and the type of presentation (podium presentation, poster presentation, etc.).

3. **Budget**
   A cost breakdown for conference travel must be completed (using the table below as a template). Applicants are required to follow Ohio University policy 41.121 regarding travel and to consult the VP for Finance website for allowable lodging costs and mileage reimbursement rates. Per diems for meals and incidental expenses are not allowable through this funding mechanism.
4. **Acceptance Notification**
   A confirmation of your acceptance from the conference or convention where you will be presenting is **required to be submitted before travel reimbursement will be processed**. Acceptance should include the type of presentation (i.e. podium presentation, poster presentation, etc.).

5. **Verification of Application to Other Sources**
   A verification of application (i.e. email confirmation of submission or screenshot of application confirmation) for travel funding as outlined above, if applicable.

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**Award Administration and Conditions**

- Questions concerning the proposal preparation process should be directed to Jessica Wingett, Office of Research and Grants, 222 Irvine Hall, Athens, OH 45701, Phone: (740) 593-2336, E-mail: wingettj@ohio.edu.

- You will be notified of the status of your award, via email, within two weeks of the application deadline.

- Awards will be administered for the Office of Research and Grants by Jessica Wingett, 222 Irvine Hall, Athens, OH 45701, Phone: (740) 593-2336, E-mail: wingettj@ohio.edu.

- Awards must be expended according to the following deadlines:
  - For awards made in September, 2017, funds must be expended between the award date and January 15, 2018.
  - For awards made in January, 2018, funds must be expended between the award date and May 15, 2018.
  - For awards made in May, 2018, funds must be expended between the award date and September 15, 2018.

- Awards not claimed by the appropriate end dates will be returned to the Office of Research and Grants. Additionally, it is the responsibility of the applicant to make sure that any travel money is used according to its intended purpose. The award amount cannot be used for any expenses other than those specified in the application.
- Medical Student Travel Award disbursements will be processed as reimbursements to student awardees after travel has been completed.

- Students must pay for travel expenses out-of-pocket and submit original itemized receipts, confirmation of acceptance from the conference or convention (if not provided at the time of application) and the conference or convention itinerary to Jessica Wingett after returning from the conference or convention. Reimbursement requests will not be processed until the completion of travel.