

## Travel Grant Award

### **Deadline: No less than 2 weeks before travel**

The Medical Student Research Office (MSRO) Travel Grant Awards support travel for MD, MD/MPH, MD/MSCR, and MD/PhD students during their MD years to present their research at scientific conferences.

Students are eligible for up to \$500.00 from the MSRO to support eligible expenses for one trip per academic year, regardless of the amount requested. The student's mentor is required to match fifty percent of the MSRO award up to a maximum of \$500.00.

- If a student is unable to obtain matching funds from his/her mentor, the mentor should state this in his/her letter of support. In this case, a student still qualifies to receive 50% support for eligible expenses from the MSRO, up to a maximum of \$500.

Only projects that were begun in medical school are eligible for funding. MD/PhD students are eligible for support to present work completed during their MD years if the project is unrelated to their PhD research. In some cases, students may be able to obtain travel funding from a conference, CMCA, MSTAR, the Global Health Institute, or Student Council. Funding for Scholarly Year students also may be available from national programs and mentors often support travel for their Scholarly Year students.

#### **In order to qualify for a travel award:**

1. The student must be the first author on the abstract accepted for an oral or poster presentation.
2. The work presented must be the student's original work.
3. The student must not have been funded by the MSRO to present the same project at another conference.
4. The student is responsible to obtain a letter or email from his/her faculty mentor stating his/her agreement to match the support of the student's travel, and provide the mentor's fund number. This document should be attached (as a pdf) with the online application. MSRO will provide support of fifty percent of expenses up to \$500.00, and is requiring that the mentor match the same amount.
5. If the conference coincides with a mandatory course, session, or part of a clerkship, the student must obtain permission to be away prior to travel. To obtain permission to be away, send an email to [medstudentabsence@mssm.edu](mailto:medstudentabsence@mssm.edu) and copy the Course/Clerkship Director. Print the response email and attach it to the travel request form.
6. The student must be in good standing.

## Travel Grant Application Instructions

The travel grant application is available [here](#). Please complete this form, attach all required documents, and submit electronically as soon as the abstract has been accepted. Applications WILL NOT BE REVIEWED OR FUNDED if the paperwork is submitted less than 2 weeks prior to travel. This form asks you to estimate the expenses you expect to incur. While we try to help all qualifying students, funds are limited and they are not guaranteed. If your trip depends upon receiving a travel award, please do not book your travel or hotel until you know whether or not support will be available.

### Attach the following documents to your online application before your trip:

- A copy of your submitted abstract.
- A letter of acceptance from the conference.
- Indicate whether you are receiving any additional sources of funding for your trip; for example, but not limited to, the Global Health Institute, CMCA, or Student Council.
- A letter of support or email from your mentor supporting the trip and agreeing to match the funds provided by the Medical Student Research Office, up to 50% or \$500. The mentor's fund number should be included in the letter or email.

Note that other than taxi or required taxes, you will only be reimbursed for the specific amount and expenses requested in advance.

A travel itemization form is available on Blackboard [here](#).

To be reimbursed for expenses after your trip (you must be approved for the trip prior to traveling), submit the following to **MedEdFinance** ([mededfinance@mssm.edu](mailto:mededfinance@mssm.edu)):

- Travel tickets (including boarding passes, if relevant)
- Original receipts for hotel, food, taxi, and registration.
- For items charged to a credit card, submit a copy of the credit card statement with those expenses circled. Your name should appear on the credit card statement (all information on the statement other than name and last 4 digits of card number can be blocked out).
- Items charged to someone else's credit card (parents or spouse), a letter of explanation must accompany the credit card statement. Original receipts that account for 50% of eligible expenses up to a maximum of \$500 will be reimbursed. No reimbursements can be processed if a travel request form has not been submitted 2 weeks prior to leaving.

If you have any questions, please contact Medical Student Research Office at: [medicalstudentresearch@mssm.edu](mailto:medicalstudentresearch@mssm.edu).