



## Hackensack Meridian School of Medicine

August 3, 2022

### **Dean's Award:**

#### **Travel Funds Program**

**Award:** up to \$2,000 each

#### **PURPOSE**

Through the *Dean's Award: Travel Funds Program* the Hackensack Meridian School of Medicine (HMSOM) makes available - to matriculated students under the mentorship of HMSOM faculty members - monies to support attendance at medical/scientific conferences. The program is administered by the Office of the Dean and the Office of Research and Graduate Studies.

Specifically supported are:

- Travel expenses including meeting/conference fees for matriculated HMSOM students in a leadership role on their research/scholarship projects.

#### **SIZE OF AWARD AND TIME PERIOD**

The size of the award **may not exceed \$2,000**.

#### **FUNDING**

ASSISTANCE **MAY** BE REQUESTED FOR THE FOLLOWING EXPENSE CATEGORIES:

- Travel-related expenses
- Meeting/conference registration fees
- Posters/printing fees (receipt required for reimbursement within 30 days of conference)

#### **TIME PERIOD**

Applications must be received at least 45 days prior to the conference/travel date.

#### **ELIGIBILITY**

- A matriculated HMSOM student
- In good academic standing
- Demonstrated relevance of the project to their Individualized Learning Plan (ILP)
- Demonstrated leadership role on the project (e.g., first author on the abstract or presenter)
- Received permissions for excused absence(s) from appropriate course/clerkship director and Office of Student Affairs for any anticipated time missed

- Students are eligible once for support through the *Dean's Award: Travel Funds Program* throughout their enrollment at the HMSOM
- Dean's Awards may NOT be used to reimburse any incurred expenses (with the sole exception of poster/printing fees)
- All travel-related bookings must be handled through HMH via the Office of Research and Graduate Studies; alternative arrangements **will not** be reimbursed
  - Booking arrangements are made based on conference schedule, not receipt of travel request
  - Final itineraries will be communicated approximately one week prior to travel date.
  - Preferences for specific lodging, travel, and/or related arrangements are considered by the travel agent - but cannot be guaranteed

### **APPLICATION REQUIREMENTS**

Applications must include:

- Completed REDCap Survey Cover Sheet (attached below)
- Signature page completed by the student's research mentor
- Preferred itineraries

**DISCLAIMER:** Applications not meeting the above eligibility criteria will NOT be considered.

### **REVIEW OF APPLICATIONS AND FUNDING CRITERIA**

Applications are reviewed by the Vice Dean of Research, the Director of Student Research and Scholarship Programs, the Office of Research and Graduate Studies administrators, and the HMSOM Research Committee. Recommendations for funding are then forwarded to the Dean for final approval.

- Awarded funds are paid directly to the service provider/conference organizer(s) through the Office of Research and Graduate Studies
- Students are strongly encouraged to apply for travel awards and waiver of registration fees from the organizations that host their presentations, and to inquire of their mentors if travel funds are available either through their grants or through their respective departments.

### **AWARDS ARE COMPETITIVE – ALL APPLICATIONS MAY NOT BE FUNDED**

### **SUBMISSION**

Applications should be submitted via the [Dean's Award: Travel Funds Program form in REDCap](#).

<https://www.hmsom.org/research/student-participation-in-research-and-scholarship-activities/>

**HACKENSACK MERIDIAN SCHOOL OF MEDICINE**

**DEAN'S AWARD: TRAVEL FUNDS PROGRAM**

**REDCap Survey Cover Sheet (via REDCap)**

Student name:	
Student email:	
Student PeopleSoft ID:	
Total amount requested:	
Date of presentation/conference:	
Organization hosting presentation/conference:	
Title of presentation:	
Description of student's contribution to project:	
Mentor name:	
Mentor email:	
Attachment (Invoice/Screenshot):	

**HACKENSACK MERIDIAN SCHOOL OF MEDICINE**

**DEAN'S AWARD: TRAVEL FUNDS PROGRAM**

**RESEARCH MENTOR SIGNATURE PAGE (via REDCap)**

Mentor Name:	
Student Name:	
Project Title:	
Reason for Funding Request:	Travel Costs/Conference Fees
Mentor Funding Contribution:	
Mentor Signature:	