Policy and Procedure on Funding for Extramural Meetings

The College of Medicine encourages students to participate in research and explore professional organization projects that enhance their educational experiences and improve the lives of others. To that end and within budgetary constraints, the College of Medicine will offer travel grants to assist students in attending extramural meetings as outlined below.

Since the College offers a complete and comprehensive undergraduate medical education curriculum designed to prepare students for success in any graduate medical education program, it does not offer travel grants to support the attendance of students at CME events.

Definitions:

Extramural Meeting
- A meeting not sponsored by The Ohio State University Medical Center or the James Cancer Hospital

CME
- A meeting whose main goal is to provide continuing medical education for practicing physicians

Research
- A project designed and implemented by a student-faculty team, it must include a research question that is answered either by a scholarly literature review or a research protocol.

Professional Organizations and Societies
- A recognized national organization that supports the development of physicians in training and physicians. Examples include but are not limited to AAMC (Association of American Medical Colleges) AMA (American Medical Association), AMSA (American Medical Student Association)

Professional Organizations and Societies related to Diversity
- This category includes organizations committed to the advancement of individuals who are underrepresented in medicine (URM). This will include but is not limited to the SNMA (Student National Medical Association), NHMA (National Hispanic Medical Association), AAIP (American Association of Indian Physicians) and other organizations representing URM physician cohorts.

Travel Grants
- Grant provided to offset the costs of attending an extramural conference. Eligible expenses include poster preparation, student registration fees, travel to and from the meeting, hotel fees, and a per diem for food. Each student may request funding for one travel grant per academic year.
Policy
1. The College of Medicine will support all reasonable travel expenses for students who are asked by the College of Medicine to attend an extramural meeting as a representative of the College. Travel as a representative of the College will not count towards the annual travel grant allowance.
2. Students who wish to submit an abstract for presentation to an extramural meeting are required to have a faculty sponsor who agrees to supervise the submission process. If the abstract is accepted for presentation, the student should first ask for funding support from their faculty mentor. The College of Medicine will provide additional funds for support in an amount not to exceed $500 per student per year. A copy of the accepted abstract and verification of acceptance must accompany the request for funding.
3. Students who wish to attend an extramural meeting of a professional society may request a travel grant to do so. If they have an abstract accepted for presentation, they will follow the policy outlined in #2 above. If they will not be presenting, The College of Medicine will provide a travel grant not to exceed $250.00 per calendar year.
4. Funding for meetings of professional societies related to diversity initiatives will be distributed by the Office for Diversity and Cultural Affairs. Students who receive funds from the ODCA travel grant program are not eligible to receive funds from the COM travel grant program for the same meeting.
5. Travel grants will not be provided for students to attend meetings whose main focus is continuing medical education.
6. Students are expected to use the most economical travel arrangement possible.
   a. No mileage reimbursement will be given for conferences within 75 miles of Columbus.
   b. No mileage reimbursement will be given if the cost of flying is less than the reimbursable rate of driving. Mileage is reimbursed at 54 cents per mile only to the student whose car is being driven.
   c. Airline flights are acceptable for distances that are in excess of 3 hours driving time.
   d. As a budget saving measure, students of the same gender traveling to the same meeting may share a hotel room to reduce expenses. All names must be listed on the reimbursement worksheet if sharing room expenses.
   e. No reimbursement will be provided for families accompanying the student.
   f. Meals will be reimbursed based on university per diem regulations. Meal receipts are not needed. No alcohol expenses will be reimbursed.
   g. Travel grants are limited to the expenses listed in this policy.
7. Students who prepare and present posters will submit their poster for display in Meiling or Graves Hall following the meeting for a period of up to three months.

Travel Request Procedure
1. To request a travel grant, students must complete the OSU Travel Request Form and submit it to Sidonia.LaFramboise@osumc.edu at least 30 days prior to travel.
2. Students will receive acknowledgement/approval of their travel request within 72 hours.

Reimbursement Procedure
1. Students must complete the travel reimbursement form and submit it along with original receipts to Sid LaFramboise in 260 Meiling Hall.
2. Travel reimbursements must be submitted within 30 days after the travel is complete.