

DEPARTMENT: Office of Research  
NAME: Student Travel Funding for Scholarly Presentations  
OWNER: Office of Research, Associate Dean of Research  
EFFECTIVE DATE:

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## **SCOPE**

This policy applies to all currently enrolled MSOM medical students seeking funding for travel related to:

- A. Accepted Abstracts
  - B. Poster Presentations
  - C. Podium/Oral Presentations
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## **PURPOSE**

To establish clear criteria, eligibility requirements, and procedures for MSOM medical students to apply for institutional travel funding in support of research and scholarly presentations.

Meritus School of Osteopathic Medicine (MSOM) supports student scholarly activity by providing limited travel funding for students presenting accepted research abstracts or scholarly work. Funding is intended to offset costs associated with academic dissemination and professional development.

Travel awards are limited and distributed on a first-come, first-served basis per semester to eligible applicants who meet all requirements outlined in this policy and are approved by the Office of Research.

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## **POLICY**

- A. Eligibility Requirements
  - 1. Students must meet all of the following criteria:
    - a. Authorship Requirement
      - 1) The student must be listed as primary author on the accepted abstract or presentation.
    - b. Academic Standing
      - 1) The student must be in good academic standing at the time of application and funding disbursement.

- 2) Good academic standing is defined per the MSOM Student Handbook and means the student is not currently on academic probation, suspension, or subject to dismissal proceedings.
- c. Enrollment Requirement
  - 1) The scholarly work must have been completed during the student's enrollment at MSOM.
- d. Institutional Registrations and Compliance
  - 1) All institutional research registrations and compliance requirements must be met.
- e. National or Regional Conference Requirement
  - 1) The conference location must be regional or national. Funds are not available for international travel.
  - 2) For purposes of this policy, "regional" means conferences held within the United States in states contiguous to Maryland or within a [enter amount here] radius of Hagerstown, Maryland.
- f. Presentation Verification
  - 1) Students must provide official documentation of acceptance, including:
    - i. Confirmation letter or email from the conference organizer, and Specification of presentation format (poster, podium/oral, or accepted abstract).
- g. 2) Abstract acceptance alone is sufficient if the conference does not require additional presentation format confirmation at the time of application. Previous Funding Restrictions
  - 1) Students may receive funding only once per academic year (July 1 – June 30).
- h. Participation Limits
  - 1) A maximum of ten (10) students per academic year may receive funding.
- i. Time Away from Curriculum
  - 1) If travel occurs during scheduled class time, students must obtain prior approval from the Office of Student Affairs.

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## PROCEDURE

### A. Application Procedure

#### 1. Submission Method

- a. Students must apply through the designated MSOM application portal.

2. Required Documentation

- a. Applicants must submit:
  - 1) Completed application form.
  - 2) Proof of abstract acceptance or presentation confirmation.
  - 3) Documentation demonstrating authorship.
  - 4) Estimated budget (registration, travel, lodging).
  - 5) Verification of good academic standing (as required)
  - 6) Approval from Office of Student Affairs (if applicable)

3. Application Timing

- a. Applications should be submitted as soon as acceptance is received and must be submitted at least 30 day prior to the conference date.
- b. Late submissions may not be considered if funds are exhausted.
- c. Applicants will be notified of funding decisions via email within 10 business days of submission.
- d. If semester funding limits are reached, applicants will be placed on a waitlist and notified if funding becomes available.

B. Funding Parameters

1. Maximum Award Amount:

- a. Students may apply for up to \$1,000 per award.

2. Allowable Expenses

- a. Funding may only be used for:
  - 1) Conference registration fees
  - 2) Transportation (e.g., airfare, mileage)
  - 3) Lodging/accommodations

3. Non-Allowable Expenses

- a. Funding may not be used for:
  - 1) Meals
  - 2) Entertainment

- 3) Personal expenses
- 4) Non-conference-related costs
- 4. Funding Availability
  - a. Awards are distributed on a first-come, first-served basis, contingent upon:
    - 1) Availability of funds
    - 2) Completion of all application requirements
    - 3) Approval by the Office of Research

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## **RESPONSIBILITY**

- A. Review and Award Process
  - 1. All complete applications will be reviewed by the Office of Research in coordination with the Office of Student Affairs.
- B. Applications will be evaluated based on:
  - 1. Eligibility verification
  - 2. Completeness of application
  - 3. Compliance with policy requirements
  - 4. Availability of funds
- C. Award Determination: Funding decisions will be made by the Office of Research.
- D. Awards will be granted:
  - 1. In the order in which complete applications are received.
  - 2. Until semester funding limits are reached.

Notification: Applicants will be notified of funding decisions by the Office of Research.
- E. Post-Award Requirements
  - 1. Recipients are required to:
    - a. Submit itemized receipts and proof of payment within 30 days of conference conclusion for reimbursement to the Office of Research
    - b. Provide confirmation of attendance (e.g., conference badge, program listing showing presentation)
    - c. Reimbursements will be processed within 15 business days of receipt of complete documentation.

F. Appeals and Reconsideration

1. Students whose applications are denied may request reconsideration by submitting a written appeal to the Associate Dean of Research within 5 business days of notification.
2. The Associate Dean's decision on appeal is final.

G. Compliance

1. Failure to comply with policy requirements may result in:
  2. Denial or revocation of funding
  3. Ineligibility for future travel awards
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