Policy Title
Student Research Travel

Identifier
USCSOMG – RSCH – 02

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Communicated to: USCSOMG Students  Date: 07/16/2018
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LCME Standards
3.2 Community of Scholars/Research Opportunities
7.3 Scientific Method/Clinical/Translational Research

Scope
University of South Carolina (USC) School of Medicine Greenville students

Policy Statement
As of January 1, 2018, a student may be approved up to one travel acceptance per medical school career.

Eligible students may be funded for one oral and/or poster presentation during their medical school career. Consideration for a second travel award may be requested with the demonstration of an accepted manuscript.

Eligible students with approved travel applications may be funded up to the following maximums:

- Local Travel: $500
- National Travel: $1,000

The student should approach his or her research mentor, and/or the department under which the student is working to seek sources of funding to cover expenses that may exceed the amount approved.

Funding is eligible for the 48 contiguous states within the United States and Canada. International travel is not subsidized by the USC School of Medicine Greenville.

In order to obtain travel approval for research purposes, each individual is responsible for completing the procedure listed below.

Third and fourth year medical students are required to adhere to the clinical years attendance policy USCSOMG – ACAF – 1.01 – M3 and M4 Student Attendance Policy

All student research travel is based on funding availability.

Reason for Policy
The purpose of this policy is to provide USC School of Medicine Greenville students clarity on institutional
expectations for research travel funds expenditure.

**Procedures**

1. Log into the University of South Carolina School of Medicine Grenville Canvas at [https://greenvillehealthsystem.instructure.com](https://greenvillehealthsystem.instructure.com)
2. Select the Student Research course.
3. From the Homepage, select Student Travel.
4. Located on the Student Travel page, the student is responsible for reviewing the guidelines for approved expenses prior to submitting the application for travel funds.
5. Upon reviewing the guidelines for approved expenses, select the Medical Student Travel Request Form from the Student Travel homepage, which will open a Formstack document to be completed.
6. Student is to complete the form in its entirety at least 30 days in advance of anticipated travel, which includes:
   a. Name
   b. Graduation Year
   c. USC email
   d. VIP number
   e. Physical Address for mailing reimbursement checks
   f. Project Faculty/PI Name
   g. Research Department
   h. Attached or entered project abstract
   i. Meeting Title
   j. Dates of the Meeting
   k. Level of Meeting
   l. Hosting Organization
   m. Meeting Location (city/state)
   n. Number of nights attending
      i. Students will only be provided funding for staying the night before and the night after presenting. If the student plans to stay longer, he/she will be responsible for the lodging fees associated with the overages.
   o. Mode of Transportation (i.e. plane, personal vehicle, rental vehicle)
      i. If the student is traveling more than 500 miles round trip, the preferred method of travel is by plane. If the student chooses to drive and the travel is more than 500 miles roundtrip, the student will only be reimbursed the lesser of the two and will need to provide an example of what a flight would have cost had the student used air transportation. Flight reservations will be made through Forest Lake Travel Agency.
   p. Requested funding amounts for the following:
      i. Mode of transportation
      ii. Lodging
         1. Students are allocated no more than $300/night for lodging.
      iii. Meals for the entire trip
         1. As dictated by USC policy, students are allocated up to $32/day for out-of-state travel and $25/day for in-state travel. Reimbursement for meals are predetermined by state regulations and are not negotiable.
   iv. Meeting Registration – Students are responsible for determining student registration fees as indicated within the USCSOMG travel application. In rare cases, membership to the conference association may be paid through travel funds if the membership fee significantly reduces the registration fee.
   v. Poster Printing through the USC School of Medicine Greenville approved vendor
   vi. Other Expenses (luggage fees, local transportation, parking, etc.)
   q. Enter the total costs requested
7. Click Submit Form
8. The application form will be routed to the Medical Student Research Office for review and approval.
9. The student will be notified of approval/denial of travel funds.
10. Upon approval, the total amount requested will be the final amount allotted to the student. If the student incurs additional expenses, s/he will be responsible for any overages.
11. Upon receiving authorized approval, the Student Research Coordinator will complete a Travel Authorization associated with the information provided in the request.
12. Only applicable travel expenditures will be reimbursed based on conference attendance.

**Sanctions**
Failure to comply with procedures the student will not be considered to receive reimbursement for research travel related to USCSOMG.

**Additional Contacts**
Director of Medical Student Research
Medical Student Research Coordinator

**Related Information**
USC School of Medicine Greenville Student Handbook
USCSOMG – ACAF – 1.01 – M3 and M4 Student Attendance Policy
USCSOMG – RSCH – 03 – Research Authorship for Students

**History**
- Date of Change: 07/01/2018 (effective date)
- Change: Move to standardized template
- Reason for Change: LCME self-study