



Policy Title

Student Research Travel

Identifier

USCSOMG – RSCH – 1.02

Prepared by: Office for Research	
Reviewed by: Director for Research Strategy and Operations	Review Date: 12/08/2024
Approved by: USCSOMG Policy Committee	Approval Date: 01/27/2025
	Effective Date: 02/06/2025

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

Students must first gain approval from the investigators before submitting any abstracts, manuscripts, or data to a conference, per the Professionalism in Student Research policy. Students must adhere to applicable attendance policies for notification procedures for any absences related to research travel. Students must refer to the course syllabus to note any required educational experiences during the anticipated travel days. Once the student has received approval via the required absence forms, they should then seek opportunities to receive funding for the research travel. Students must be in Good Standing to receive funding for the research travel.

The student must approach their research mentor first, and/or the department under which the student is working to seek sources of travel funding prior to submitting their request through the SOMG Student Research Canvas Page.

The Director for Research Strategy and Operations approves funding to travel to an academic conference with a maximum of \$1,000 per year when presenting research as first author or designated presenting author. All approvals are based on available funding and current university travel guidelines.

Eligible students can be funded for oral and/or poster presentation(s) per academic year (July 1 - June 30). Funding is eligible for travel within the 48 contiguous states within the United States and Canada. International travel is not subsidized by the USC School of Medicine Greenville.

Eligible students with approved travel applications are funded up to the following maximums per trip:

In-State:	\$500
National Travel:	\$1,000

Any research travel while on a leave of absence from USC School of Medicine Greenville must be reported through SOMG Student Research Canvas page and funding for travel will not be provided.

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

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 USC School of Medicine Greenville Student Research Canvas page. Students must complete the form for travel reimbursement in its entirety at least 30 days in advance of the anticipated travel.
2. The student is responsible for reviewing the guidelines for approved expenses prior to submitting the application for travel funds.
3. Upon reviewing the guidelines for approved expenses, select the Medical Student Travel Request Form from the Student Travel homepage, which will open an electronic form to be completed.
4. The application form will be routed to the medical student research staff for review and approval.
5. The student will be notified of approval/denial of travel funds.
6. If the student incurs additional expenses, they will be responsible for any overages.
7. Upon receiving authorized approval, the Student Research Coordinator will complete a Travel Authorization associated with the information provided in the request.
8. Only applicable travel expenditures will be reimbursed based on conference attendance.

Sanctions

Students who fail to comply with the approval process and procedures outlined in this policy will not receive reimbursement for research travel.

Contacts

Director for Research Strategy and Operations

Related Information

USC School of Medicine Greenville Student Handbook
USCSOMG – ACAF – 1.00 M1 and M2 Student Attendance
USCSOMG – ACAF – 1.01 M3 and M4 Student Attendance
USCSOMG – ACAF – 1.03 Integrated Practice of Medicine Attendance
USCSOMG – RSCH – 1.00 Research Eligibility
USCSOMG – RSCH – 3.00 Research Authorship for Students

History

Date of Change	Change
February 2025	Updated to allow multiple trips per year with a maximum of \$1,000 per year. Revised to strengthen the language; provide clarity.
June 2022	Updated information required for travel approval
March 2020	Clarified travel funding availability for students on LOA
June 2019	Editorial changes made due to branding updates and titles; formal approval not required.
December 2018	Clarification of text, LCME CQI

