



**Policy Title**

Student Research Travel

**Identifier**

UofSCSOMG – RSCH – 1.02

<b>Prepared by:</b> Office for Research	
<b>Reviewed by:</b> Director of Medical Student Research	<b>Review Date:</b> 05/27/2022
<b>Approved by:</b> UofSCSOMG Policy Committee	<b>Approval Date:</b> 06/13/2022
	<b>Effective Date:</b> 07/15/2022

**LCME Standards**

- 3.2 Community of Scholars/Research Opportunities
- 7.3 Scientific Method/Clinical/Translational Research

**Scope**

University of South Carolina (UofSC) School of Medicine Greenville students

**Policy Statement**

A student may be approved by the Director of Medical Student Research to travel to an academic conference once per academic year when presenting as first author or designated presenting author. A student presenting the same research at a different conference will not be eligible for travel funds from UofSC School of Medicine Greenville. All approvals are based on available funding and current university travel guidelines. Eligible students may be funded for one oral and/or poster presentation per academic year (July 1 - June 30). Consideration for a second travel award may be requested with the demonstration of an accepted manuscript. Funding is eligible for the 48 contiguous states within the United States and Canada. International travel is not subsidized by the UofSC School of Medicine Greenville. Students must be in good academic standing to travel per [Student Research Eligibility](#) policy.

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 first, and/or the department under which the student is working to seek sources of funding prior to submitting their request for travel through the Office of Student Research.

Requests to pursue research travel while on a leave of absence from UofSC School of Medicine Greenville will be considered on a case-by-case basis and funding for travel will not be provided.

Students must adhere to the relevant attendance policy(ies) for notification procedures for any absences and the course syllabus for any required educational experiences. All third and fourth year students must receive approval from the Clerkship Director prior to applying for research travel funding.

In order to obtain travel 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 UofSC School of Medicine Greenville students clarity on institutional expectations for research travel funds expenditure.

## **Procedures**

1. Log into the UofSC School of Medicine Greenville Canvas at <https://greenvillehealthsystem.instructure.com>
2. Select the Student Research course.
3. From the Homepage, select Modules, 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 an electronic form 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. Date
  - b. Name
  - c. UofSC email
  - d. Graduation Year
  - e. Physical Address for mailing reimbursement checks
  - f. VIP number
  - g. Student ID Number
  - h. Student Employee Status
  - i. Travel Guidelines Agreement
  - j. Missed IPM or Summative Exam (M1/M2 students only)
  - k. Clerkship Approval Details (M3/M4 students only)
    - i. Department
    - ii. Coordinator Name
    - iii. Coordinator Email
  - l. Project Faculty/PI Name
  - m. Research Department
  - n. Conference Title
  - o. Conference Website URL
  - p. Hosting Organization
  - q. Level of Meeting
  - r. Type of Presentation
  - s. Conference Location (Virtual/In-State/Out-of-State)
  - t. Conference Location (city/state)
  - u. Dates of Travel
  - v. Number of nights attending
    - i. Students will only be provided funding for staying the night before and the night of the presentation. If the student plans to stay longer, he/she will be responsible for the lodging

fees associated with the overages.

- w. 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 can be made through Forest Lake Travel Agency.
  - x. File Upload
    - i. Students will upload the following documents for full review of your application:
      - 1. IPM, Module Director or Clerkship Approval of Absence
      - 2. Abstract
      - 3. Official Conference Acceptance Communication
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 UofSC School of Medicine Greenville

## Contacts

Director of Medical Student Research  
Medical Student Research Coordinator

## Related Information

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

## History

Date of Change	Change
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