Policy Title
Student Research Travel

Identifier
USCSOMG – RSCH – 02

Prepared by: Office of Research  Date: 05/24/2018
Reviewed by: Biomedical Sciences Chair  Date: 05/24/2018
Approved by: Policy & Procedures Committee  Date: 12/14/2018
Communicated to: USCSOMG Students  Date: 12/21/2018

Effective Date: 12/21/2018

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
A student may be approved for travel to an academic conference once per academic year when presenting as first author. A student presenting the same research at a different conference will not be eligible for additional travel funds from USC School of Medicine Greenville. All approvals are based on available funding.

Eligible students may be funded for one oral and/or poster presentation per academic year. 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:

<table>
<thead>
<tr>
<th>Type</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Travel</td>
<td>$500</td>
</tr>
<tr>
<td>National Travel</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

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.

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.

First and second year medical students are required to adhere to the attendance policy USCSOMG – ACAF – 1.00 – M1 and M2 Student Attendance Policy.

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 third and fourth year students must receive approval from the Clerkship Coordinator and/or Director prior to applying for research travel funding.

**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 Greenville 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. Travel Guidelines Agreement
   g. Clerkship Approval Details (M3/M4 students only)
      i. Department
      ii. Coordinator Name
      iii. Coordinator Email
      iv. Upload Approval Correspondence
   h. Project Faculty/PI Name
   i. Research Department
   j. Uploaded or entered project abstract
   k. Conference Title
   l. Conference Website URL
   m. Hosting Organization
   n. Level of Meeting
   o. Type of Presentation
   p. Conference Location (In-State/Out-of-State)
   q. Conference Location (city/state)
   r. Dates of Travel
   s. 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.
   t. 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.
   u. Requested funding amounts for the following:
i. In-State (Local) funding:
   1. $500

ii. Out-of-State (National) funding:
   1. $1,000

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 – 1.00 – M1 and M2 Student Attendance Policy
USCSOMG – ACAF – 1.01 – M3 and M4 Student Attendance Policy
USCSOMG – RSCH – 03 – Research Authorship for Students

History
- Date of Change: 12/14/2018
- Change: Clarification of text
- Reason for Change: LCME CQI