

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Medical Student Travel Funding		SOP #: RSP.003.01
Effective Date	12/13/17	
Last Revision/Review	12/13/17, Reviewed 8/28/19, Revised 11/29/2021	

1. Purpose

Defines the Medical Student Travel Funding program for supporting student travel to professional meetings as a presenting author.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Assistant Dean for Research

IRB Chairperson

4. Definitions/Abbreviations

5. Procedural Steps

1. Eligibility – Students must meet the following criteria to be eligible for funding through this program:
 - a. Student must be enrolled in Burrell College at the time of travel. Summer travel is permissible as long as the student is returning to Burrell College for the next year of study.
 - b. Student must be in good academic standing.
 - c. The research must have been conducted under the supervision of a Burrell College faculty member. Typically, the Burrell College faculty member will be a co-author or sponsor on the research being presented.
 - d. The recipient of the travel funds must be the presenting author at the conference. Documentation of presenting author status must be provided.
 - e. Only one award per student per year is allowed.
2. Application Process:
 - a. Currently enrolled Burrell College Medical Students meeting all eligibility criteria may apply for funding to support travel to professional conferences where they are presenting research conducted at Burrell College in collaboration with Burrell College Faculty.
 - b. In order to be considered for funding, the applicant must submit a completed “Request for Student Travel Funding”, including the required associated materials to the Office of Research and Sponsored Programs (ORSP) by the deadlines provided in these procedures.
 - c. Requests for funds must be made in advance of travel. Requests for travel that has already occurred will not be considered.

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- d. Applications must be submitted electronically in PDF format to the Office of Research and Sponsored Programs (Research@bcomnm.org). Applications received by the 15th of each month will be reviewed at the next scheduled Research Advisory Council meeting. Applications received after the 15th of each month will be reviewed the following month. Applications must be accompanied with a:
 - i. Copy of the Abstract or Creative Work that is submitted to the meeting
 - ii. Fully executed Excused Absence Request Form
 - iii. Fully executed BCOM Travel Requisition (<https://bcomnm.org/finance/finance-forms/>)
 - iv. Acceptance letter or notification from the conference indicating that the student requesting funding is the presenting author.
 - e. Incomplete applications will not be considered for funding.
3. Allowable Expenses and Reimbursement:
 - a. Allowable Expenses for the Student Travel Awards including meeting registration, meals, room expenses, transportation (e.g., airfare or rental car) and incidentals related to travel (e.g., Uber, taxi, shuttles, etc.).
 - b. Reimbursement will be based on GSA Per Diem rates for the destination. Per Diem Rates can be found online at: <https://www.gsa.gov/travel/plan-book/per-diem-rates..>
 - c. Funding must be used in accordance with Burrell College Finance Office Policies.
 - d. Expenses will be reimbursed upon return from the conference.
 - e. Reimbursement requests for funded travel must be submitted to the Office of Student Affairs on the Burrell College Expense Reimbursement Report (<https://bcomnm.org/finance/finance-forms/>) and must be accompanied by receipts.
 4. Review of Applications and Recommendation for Approval:
 - a. Monthly review of submitted applications will be conducted by the Research Advisory Council.
 - b. The Office of Research forwards the complete packet including all supporting paperwork and written recommendation of funding to the Executive Director of Student Affairs.
 - c. Award notices will be sent out by the Executive Director of Student Affairs or designee. The number of requests funded is subject to availability of funds.

6. Reports/Charts/Forms/Attachments/Cross References

Student Travel Funding and Forms:

<https://burrell.edu/intramural-support/student-travel-funding/>

7. Maintenance

Developed by Joseph N. Benoit, Ph.D., Assistant Dean for Research

Reviewed annually by BCOM Research Advisory Council

8. Signature

Signature on File

Assistant Dean for Research

12.6.2021

Date

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9. Distribution List

BCOM Faculty, Staff, and Students

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
		Numbering Change from MSR.001.00 to RSP.003.00 (no content change)		9/3/2019
11/30/2021		Removed reference to BCOM and replaced with Burrell College		12.6.2021
11/30/2021	2	Application Process: Removed application deadlines as process is being handled on an ongoing submission process.		12.6.2021
11/30/2021	4	Updated review process to include communication to Student Affairs.		12.6.2021