

BSOM Medical Student Travel Award

Policy and Procedure Information for Travel Awards

Please read the following information carefully. This document must be signed by you and your mentor and attached to your application before you will be considered for the travel grant award.

Applications are accepted on a rolling basis. Please expect up to two weeks for official notification of the award decision. You can leave the application in REDCap and return to the finish later if you need to.

Travel Policies and Procedures:

- If approved, student travel awards are for up to \$500 for in-person or \$250 for virtual conferences.
- Only one student, per meeting for each presentation/poster is eligible for an award.
- You must be in good academic standing, meaning having an average of 72% or higher on NBME final exams (original exam, not retake)
- Must be on a project worked on while at WSU and must be working with a fully affiliated or partially affiliated WSU faculty mentor. For partially affiliated faculty mentors, affiliation will be confirmed by the Department Chair.
- Eligible for no more than two awards during your tenure at BSOM – this includes travel through the Student Travel Awards and travel through the Student Research Grant. Students with travel funding as part of the BSOM Student Research Grant are not eligible for a Travel Award in the same academic year.
- All travel must be preapproved through Chrome River. Applications are recommended to be submitted at least two months before the start of the conference to allow appropriate time for paperwork routing and approvals. Without **preapproval, funding will not be awarded.**
- Discuss with your mentor how your conference will be funded for expenses over the travel award amount. It is your responsibility to find funding.
- Students cannot double dip, meaning you cannot get a travel award if your trip is completely paid by another funding source.
- If there are questions, contact research.affairs@wright.edu

Process:

Submission to the conference:

1. Discuss the submission of your abstract, poster, or presentation with your mentor.
 - Posters must be approved for format and content by your mentor.
 - Discuss how your trip will be funded with your mentor.
2. Submit your work to the conference for acceptance.
3. Check for any student financial assistance the conference may offer.

AFTER acceptance to the conference:

1. Submit your medical student travel award application. <https://redcap.link/travelawardapp2> with this signed form attached.
2. After getting your travel award approved: Research Affairs research.affairs@wright.edu will submit your pre-approval to travel in Chrome River. You will need to attach the following to your application:
 - the signed BSoM award letter for the travel award (pdf)
 - conference agenda (pdf)
 - conference poster acceptance letter/email (pdf)
 - A copy of your poster/abstract (pdf)
 - Estimate of airfare – with example attached (pdf)
 - Conference hotel cost – page from conference website (pdf)
 - Conference registration cost – page from conference website (pdf)
 - list of any additional funding support, if applicable

- Your dates you will be travelling
- You will only be reimbursed for a total of \$500. If you have an additional WSU funding source, you will also be reimbursed from that account through Chrome River.
- You will not be reimbursed for sales tax (other than hotel or airfare).

Anything you or your department pre-purchases is your or your department's responsibility to pay if travel is not approved

Note, you do not have approval to travel from WSU until your Chrome River preapproval is approved. Approval can take several weeks, so plan ahead! Note: WSU funds for travel expenses cannot be used until the Chrome River pre-approval paperwork has been routed and approved per WSU travel policy 9510 and that must be done before you leave for your travel.

3. Required: set up your direct deposit with Accounts Payable. Note this is a different direct deposit form than any you have set up with HR if you have ever worked at WSU. This must be submitted through **SecureShare ONLY** by you – Research Affairs cannot send this in for you. Directions are on the form which is attached to the top of the registration.

Account access request to SecureShare <https://www.wright.edu/information-technology/proofpoint-secureshare>

When your travel is complete

- REQUIRED: Before meeting with Research Affairs to fill out the Chrome River expense report, make sure to have all itemized receipts and paperwork sent to Chrome River **as a pdf**. To do that:
 1. create an email to **receipt@chromefile.com** and the email should contain the following:
 - a. **attach the receipt as a pdf**
 - b. in the **subject line put the dollar amount of the receipt** (example: \$125.67)
 - c. nothing else on the email – nothing in the body of the email.
 - d. You will receive notification from Chrome River that your receipt was accepted
 - e. One receipt per email
 2. This will attach the receipt to your Chrome River account and then when filling out the expense report the receipt is readily available.
 3. When attaching things that are not receipts, such as flight agenda, use \$0 in the subject line.
- 2. With the assistance of research affairs research.affairs@wright.edu, the Chrome River travel expense report will be submitted after all receipts are received in Chrome River. There is a time limit to submit this expense report so get your receipts in as soon as you can.

Recipients of this award are highly encouraged to present their project at the Annual BSOM Research Symposium in the Spring.

I understand and agree with all policies and procedures for the BSOM Medical Student Travel Award. Failure to follow these policies may result in non-reimbursement of funds.

Student Printed Name	Signature	Date
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As the student's mentor, I have discussed this project with the student and approve of their travel. The student has the responsibility to get approval from the Medical Education Department to be off campus for the days of the conference and travel.

Mentor Printed Name	Signature	Department	Date
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