

# **ICOM Student Research Travel Grant (SRTG) Program Application and Guidelines**

## **OBJECTIVE**

The objective of the Idaho College of Osteopathic Medicine's (ICOM) Student Research Travel Grant (SRTG) program is to support student opportunities for presentation of research or scholarly activities conducted while an ICOM student. The Office of Research, through the Research Committee, provides up to \$1000 to support students who are presenting their scholarship at a regional or national conference. Funds may be provided on a competitive basis as described in this document.

## **ELIGIBILITY**

1. All currently enrolled ICOM students who are not required to remediate a course, and are not on academic or conduct probation are eligible to apply. Deferred, accepted, students on temporary leave of absence or former students are not eligible to apply. Conditional appeals for eligibility will be considered on a case-by-case basis, and in collaboration with the PAR committee.
2. The presentation must be accepted by a recognized research conference.
3. Presentation at a recognized research conference may be funded contingent on availability of funding. Applications emphasizing professional development are not eligible for support.
4. The applicant must be the presenter and must not have received SRTG funding for this research previously. Funds may be awarded for oral, poster, or media presentations.
5. Applications will be prioritized based on criteria outlined in this document.
6. The affiliation of the presenter printed in the conference program and displayed in the title section of a poster must include ICOM.
7. Applicants who receive SRTG awards are expected to present at the annual ICOM Research Day.
8. Students presenting research from an ICOM-affiliated research experience must provide written approval from the participating institution to present the research.

## **PRIORITY FOR APPLICANTS**

While all applications meeting the eligibility criteria will be considered, prioritized considerations for funding will be focused on applications meeting the guidelines below.

- Applicants presenting original research
- Applicants who have not received SRTG funds previously
- Applicants who will be giving an oral presentation (does not include panel presentations)
- Applicants whose submission is competitively accepted

- Applicants whose presentation describes research performed at ICOM or with an ICOM-affiliated research experience

### **AWARD PRINCIPLES AND GUIDELINES**

The maximum funding per student, per fiscal year is \$1000. The Grant is a supplemental fund and is not intended to be the only source of funding for research presentation. Applicants are encouraged to seek other sources of funding (e.g. student travel awards from professional organizations or conferences). Reimbursement requests must follow the ICOM Travel Policy, internal procedures, and all other applicable guidelines. Students' original receipts and paid invoices are required for reimbursement. Recipients must acknowledge that support for their presentation was made available in whole or in part by ICOM. Should a conference not be attended, or is missed, the funds must be relinquished within 5 days of cancellation or missed participation and any non-refundable costs will be borne by the student. Any exceptions to this rule are at the discretion of the Dean.

Students are expected to deliver a presentation at the annual ICOM Research Day in a subsequent academic year. Individuals who do not fulfill this requirement will be ineligible for future funding until completion.

### **Research Committee and Review Process**

The Research Committee will review all incoming applications. The committee will review applications as received, ensuring that they meet the aforementioned requirements. The committee will evaluate each application and award based on the allocation of available funds.

### **Application Process**

1. Complete the Student Research Travel Grant Application Form.
2. Attach a document with the title and full abstract (introduction, methods, results, conclusions), case study, and/or other scholarly work of the accepted presentation. If an educational component was included in the research experience, please document it by describing the development of new skills or training the applicant received as a result of the research experience (300 words max, signed by faculty mentor or supervisor).
3. Obtain institutional signature on the Application Form (faculty mentor or supervising individual).
4. Submit the SRTG and all required documentation to the Chair of Research as early as possible but no later than 60 days prior to anticipated travel. Exceptions for late-breaking abstracts or acceptance of work will be considered on a case-by-case basis.
5. Receive a response from the committee within 30 days.

## **Application for Student Research Travel Grant**

| SECTION A: STUDENT INFORMATION               |  |                   |  |
|--|--|-------------------|--|
| Name:  |  | Contact<br>Phone: |  |
| Email:                                       |  |                   |  |
| Faculty Mentor or<br>supervising individual: |  |                   |  |

| SECTION B: PRESENTATION INFORMATION   |  |         |  |
|---|--|---------|--|
| Name of Conference:   |  |         |  |
| Location:   |  |         |  |
| Dates: From   |  | Date To |  |
| Please provide a description of the proposed presentation and conference, including the proposed title, audience at the conference, and significance of presenting as it relates to your personal and ICOM's institutional goals. |  |         |  |
|   |  |         |  |

| SECTION C: BUDGET INFORMATION  |           |                       |           |          |  |
|--|-----------|-----------------------|-----------|----------|--|
| Total funds requested (\$1000 per person maximum):   |           |                       |           | \$       |  |
| Please provide an estimated cost for all applicable line items using the spaces provided below. The comments section should be used to provide explanations where necessary. |           |                       |           |          |  |
| Expense Type   | Cost      | Other Funding Sources | Cost      | Comments |  |
| Travel/Airfare:  | \$        |                       | \$        |          |  |
| Ground Transportation  | \$        |                       | \$        |          |  |
| Lodging:   | \$        |                       | \$        |          |  |
| Meals:   | \$        |                       | \$        |          |  |
| Registration/Conference Fees:  | \$        |                       | \$        |          |  |
| Other (be Specific)  | \$        |                       | \$        |          |  |
| <b>Totals:</b>   | <b>\$</b> |                       | <b>\$</b> |          |  |

| SECTION D: STUDENT ACKNOWLEDGEMENT   |  |       |  |
|--|--|-------|--|
| I certify that I have read and agree to the terms and conditions set forth in the Student Research Travel Grant Application Guidelines. I certify that I meet the eligibility requirements. All necessary documentation has been provided to support my request. I have received course director approval for any additional absence days that will be incurred due to this request. |  |       |  |
| Student Signature:   |  | Date: |  |

| SECTION E: RECOMMENDATION / APPROVAL        |   |           |      |
|---|---|-----------|------|
|   |   | Signature | Date |
| Faculty<br>Mentor/Supervisor<br>Signature : |   |           |      |
| Research Committee<br>Approval:             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |           |      |

| SECTION F: PRIOR FACULTY RESEARCH TRAVEL GRANT FUNDING  |   |   |   |
|---|---|---|---|
| Has this applicant received<br>SRTG funding previously? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, were all requirements<br>completed? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |