


<p>Name of Policy: <u>College of Medicine & Life Sciences: Travel Support for Medical Student Research Presentations</u></p> <p>Policy Number: 3364-81-04-015-02</p> <p>Approving Officer: Dean, College of Medicine & Life Sciences</p> <p>Responsible Agent: Associate Dean for Student Affairs and Admissions, College of Medicine & Life Sciences</p> <p>Scope: College of Medicine & Life Sciences M.D. Program</p>	 <p>Revision date: January 10, 2020</p> <p>Original effective date: August 25, 1985</p>
<p><input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy</p>	

(A) Policy statement

Students may receive institutional support for travel and related expenses to present meritorious research findings or other approved scholarly presentations one time per student while attending The University of Toledo, subject to available funding and institutional travel reimbursement policy (3364-40-03). When on official business, university travelers will exercise the same care in incurring expenses that a prudent person would exercise on personal business. No travel will be approved outside the continental United States.

Only students who are in good academic standing and carrying passing scores in all of their current courses are permitted to travel, to receive an excused absence to attend a meeting, and to receive financial support for meeting travel.

(B) Purpose of policy

Medical students are encouraged to report results of their research, with faculty sponsors as co-authors of publications, at institutional, local, regional, and national meetings. This policy outlines the requirements, procedures and limits for institutional travel support for research or other approval scholarly presentations.

(C) Scope

This policy applies to medical students in the M.D. program in the College of Medicine and Life Sciences.

(D) Procedure

Students may receive institutional support for travel and related expenses to present meritorious research findings or other approved scholarly presentations one time per student while attending The University of Toledo, subject to available funding and institutional travel reimbursement policy (3364-40-03).

Only students who are in good academic standing and carrying passing scores in all of their current courses are permitted to travel, to receive an excused absence to attend a meeting, and to receive financial support for meeting travel.

- (1) The student confirms eligibility for travel support prior to submitting an abstract/paper.
- (2) The student must receive approval before making arrangements and must follow the Excused absences from required academic activities policy (3364-81-04-014-05).
- (3) The research has complied with all federal, state, local and institutional laws, regulations and guidelines.
- (4) The student is the author and the abstract/paper is accepted for presentation at the meeting.
- (5) The student has submitted a copy of the abstract or paper accepted for presentation, along with an itemized projected cost of attendance, to the Associate Dean for Student Affairs and Admissions prior to making any travel commitments.
- (6) The cost of attending the meeting is not provided by the organization sponsoring the meetings, the agency funding the research, or the department/institution where the research was conducted.
- (7) All of the institutional regulations are followed regarding use of school funds for travel (see UT Policy 3364-40-03). Also, students are required to work with the Office of Student Affairs to ensure cost effective practices in securing flights, hotels, reservations, etc.
- (8) When appropriate and permitted by abstract guidelines, the abstract or paper acknowledges support of the research by UT and/or its affiliated hospitals.
- (9) Student must follow up with OSA for appropriate reimbursement post travel.
- (10) Transportation costs, such as parking fees, tolls, tax, gratitudes, and airport cab fares are reimbursable on an actual costs basis. Receipts must be obtained and submitted for any such individual expenses.

Support of UT and/or support by external sources must be acknowledged in publications and other reports.

<p>Approved by:</p> <p><u>/s/</u> Christopher Cooper, M.D. Executive Vice President for Clinical Affairs and Dean, College of Medicine & Life Science</p> <p><u>January 13, 2020</u> Date</p> <p><i>Review/Revision Completed by: Associate Dean for Student Affairs and Admissions, SLT</i></p>	<p>Policies Superseded by This Policy: None</p> <p>Initial effective date: 08/25/85</p> <p>Review/Revision Date:</p> <ul style="list-style-type: none">•08/25/86• 08/13/87•08/22/89•08/15/90•10/01/91•02/24/94•07/01/95•08/01/96•04/01/98•03/26/99•08/18/03•09/17/04•08/22/11•12/13/13•02/01/2017•9/28/18•01/10/2020 <p>Next review date: January 10, 2023 (three years from most recent revision/review date)</p>
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