


<p><b>Name of Policy:</b> <u>College of Medicine &amp; Life Sciences: Travel Support for Medical Student Research Presentations</u></p> <p><b>Policy Number:</b> 3364-81-04-015-02</p> <p><b>Approving Officer:</b> Dean, College of Medicine &amp; Life Sciences</p> <p><b>Responsible Agent:</b> Associate Dean for Student Affairs and Admissions, College of Medicine &amp; Life Sciences</p> <p><b>Scope:</b> College of Medicine &amp; Life Sciences M.D. Program</p>	 <p><b>Revision date:</b> 4/5/24</p> <p><b>Original effective date:</b> 8/25/85</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. Students who are on Leave of Absence, or not an active MD student (students who are dual degree and taking courses in their other program) are not eligible to seek financial support until they return to the MD curriculum.

- (1) Requests for travel support from the Office of Student Affairs (OSA) must be made at least thirty (30) days before the date of the conference.
- (2) Once an abstract/paper has been accepted by a conference, you can reach out to the Assistant Director of Student Affairs and schedule a meeting prior to making any travel arrangements. Three items are required before any purchases can be made:
  - a. Approved Excused Absence from the rotation/thread during the time of travel (policy 3364-81-04-014-05).
  - b. Confirmation that abstract/paper was accepted for presentation at the conference
  - c. Letter of good standing which can be obtained by emailing [HSCregistrar@utoledo.edu](mailto:HSCregistrar@utoledo.edu).
- (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. Only one student per abstract will be supported by the OSA.
- (5) 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.
- (6) 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. The most economic option will be chosen in terms of travel and lodging.
- (7) When appropriate and permitted by abstract guidelines, the abstract or paper acknowledges support of the research by UToledo and/or its affiliated hospitals.
- (8) Student must follow up with Assistant Director of Student Affairs for appropriate reimbursement post travel.

Support of UToledo 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. Dean, College of Medicine &amp; Life Science</p> <p><u>4/5/24</u> Date</p> <p><i>Review/Revision Completed by: Associate Dean for Student Affairs and Admissions</i></p>	<p><b>Policies Superseded by This Policy:</b> <b>None</b></p> <p><b>Initial effective date:</b> 08/25/85</p> <p><b>Review/Revision Date:</b></p> <ul style="list-style-type: none"><li>•08/25/86</li><li>• 08/13/87</li><li>•08/22/89</li><li>•08/15/90</li><li>•10/01/91</li><li>•02/24/94</li><li>•07/01/95</li><li>•08/01/96</li><li>•04/01/98</li><li>•03/26/99</li><li>•08/18/03</li><li>•09/17/04</li><li>•08/22/11</li><li>•12/13/13</li><li>•02/01/2017</li><li>•9/28/18</li><li>•01/10/2020</li><li>•4/5/24</li></ul> <p><b>Next review date:</b> 4/5/27 (three years from most recent revision/review date)</p>
--	---