

EVMS Community Faculty Designated Student/Resident Research Travel Award

<https://myportal.evms.edu/research/funding/travelaward/>

Introduction

The EVMS Community Faculty Designated Student/Resident Research Travel Award seeks to recognize and promote scholarly activity by trainees in the EVMS medical student and health professions classes and residency programs. The travel award was founded and originated from a generous gift by EVMS-affiliated community physicians.

Eligibility

-EVMS Medical Students, Residents, Graduate Students and Health Professions Students that have or will be attending and presenting research at a conference. Recipients are eligible to apply again 2 years after receiving this particular award.

-In addition they must have fulfilled the following requirements as authors or co-authors:

- 1.Prepared an abstract.
- 2.Been invited/accepted to make an oral and/or poster presentation at a national meeting. Applications for the travel award may be submitted on a retroactive basis (no more than six months after the presentation).
- 3.Prepared a submission quality manuscript for publication to an appropriate journal related to the Department's specialty (A full draft may be submitted at the time of application, but the final version of the manuscript must be submitted to the journal and the Office of Research within 3 months of travel. If applying for the award between 3-6 months after presentation, the final manuscript and proof of submission to the journal are due at the time of application.).

-Up to eight awards of \$1,000 each are available annually with no more than two awards per fiscal year to any one EVMS Department, Center, or Program.

- Applications are accepted on a rolling basis throughout the year (conference and application should happen in the same fiscal year).

-Students are ineligible for this award if concurrently receiving other awards for the same travel from Student Affairs or the Office of Research (departmental funds are allowed).

Application Process

In order to receive an award, the trainee must complete the application process established by the EVMS Office of Research. Applications may be submitted on a retroactive basis (no more than six months after the presentation); however, the application must be made within the same fiscal year (July 1 to June 30) the conference was attended. Applications must be submitted to the Office of Research (Williams Hall, A-132 or EVMSResearch@evms.edu). Only complete applications will be considered. Awardees will be notified via e-mail.

Application contents (refer to [Checklist](#)):

For award approval:

- 1.Prior to completing the remaining requirements, students must submit a completed [Intent to Travel Form](#) to EVMSResearch@evms.edu (not required for Residents)
- 2.Checklist ([Attachment 2](#))
- 3.Cover sheet ([Travel award application](#))
- 4.Personal statement describing significance of attending conference/presentation

5. Letter of Endorsement from Faculty Mentor: The letter of endorsement should include commentary that advises the impact of the research as well as the importance of the presentation at the national meeting
6. Official Letter of Acceptance (This may be an email from the organization or a letter on the organizing institution's letterhead addressed to the applicant stating presenter's name. If you are not able to submit an official letter, a copy of the printer program cover page and the page that lists your name, the date, time, and program number is also acceptable).
7. Copy of abstract (for presentation, at the time of submission)
8. Travel budget ([Attachment 1](#)) and receipts (if available)
9. Full manuscript draft- Final manuscripts may be submitted to journal up to 3 months from the date of presentation; in this case, a manuscript draft is required for a complete application.

For Award disbursement:

10. Copy of manuscript submitted for publication with appropriate documentation to evidence submission. **Manuscripts should include an acknowledgement of the EVMS Community Faculty Designated Student/Resident Travel Award.** Manuscript quality should be comparable to peer-reviewed journal publications. Note: Publication is not required; however, it is expected that the Student/Resident will promptly advise the Office of Research upon notice that manuscript will be published.
11. Signed travel voucher (will be filled-in and provided by the Office of Research after travel is complete)
12. Receipts for items included in the budget and/or travel voucher. For mileage reimbursement, include a printed map showing mileage (i.e. Google Maps, Mapquest, etc.)
13. Completed W-9 Form (unless certain one is already on file with EVMS Accounts Payable)

Awards

Each Award will be made to the most qualified applicant based on review of the abstract, presentation, and proposed manuscript. All award decisions shall be final. Awards shall be made on a first come first served basis until the maximum number of awards for the year has been made.

Note: Award funds may not be transferred until **all** the requirements have been met (including submission of manuscript to a journal for publication).