Office of Research and Innovation

UIWSOM LEARNER TRAVEL AWARD GUIDELINES

The purpose of Learner Travel Award (LTA) is to assist in supporting the travel of UIWSOM learners to present their research at local and national meetings. The following award guidelines have been created to ensure that all funded travel adheres to the policies and procedures set forth by UIWSOM. Funds received for travel are considered a "Sponsored Trip" with the purpose of providing and supporting external learning and research opportunities for UIWSOM students.

Student Travel funds are awarded as a **reimbursement** after travel is completed, the only exception being if funds will be used for airfare. UIW policy requires all airfare to be coordinated with the university travel agent prior to travel. To receive reimbursement, **itemized receipts** must be provided to ORI within 10 days upon your return from the conference.

Award Description

The LTA supports learners that have been accepted to meetings or events sponsored by professional organizations for the purpose of reporting the results of research or otherwise disseminating results of their scholarly activity. This award is made with the following expectations:

- The learner will be present to defend the poster during the time the poster is scheduled for presentation.
- The learner will attend other poster and oral presentations after discussion with the mentor.
- The learner is free to attend other presentations of interest.

Learners may apply for more than 1 LTA in a fiscal year. Learners are encouraged to be frugal (share a room, share a ride) to ensure adequate funds for all interested SOM learners.

Eligibility

To be eligible for an LTA, at the time of travel an applicant must be:

(a) in good academic, professional, and enrollment standing
(b) enrolled in the semester or session during which the presentation or travel takes place

Students that maintain a current enrollment status from Spring to Fall may apply funds for travel during the Summer semester/session.

Expectation of Learners

If you receive funds for travel from the Office of Research and Innovation (ORI), you are expected to adhere to the following:

- ▢ UIWSOM Student Code of Conduct (https://osteopathic-medicine.uiw.edu/_docs/uiwsom-student-handbook-2020.pdf pages 51-58)
- ▢ UIWSOM travel policy (https://osteopathic-medicine.uiw.edu/_docs/administrative-policies/travelproceduremarch2018.pdf)
- ▢ Relevant research compliance approvals (e.g. IRB approval for human subjects research, IACUC approval for animal research)
- ▢ UIWSOM Research Week: Learner receiving funding for LRA must present their research at the annual UIWSOM Research Week.
- ▢ Chalk and Talk Presentation: Within 6 months of funding, the learner must present their research at a UIWSOM Chalk and Talk session. The purpose of this presentation is to provide the learner with the opportunity to present their work and engage in meaningful discussion of the research. Contact the ORI to schedule your presentation.

Expenses/Budget Guidelines

Allowable Costs:

ORI will reimburse costs associated with printing of posters for presentation. See the ORI instructions for printing posters via this link: Procedure for funding of poster printing 7-5-22

San Antonio (in town) conferences

- ▢ Conference Registration Fee (excludes membership fees)
- ▢ Parking fee

Out of town or out of state conferences

- ▢ Airfare, rental vehicle or mileage if driving personal vehicle. UIW uses a formula that calculates this reimbursement.
- ▢ Hotel accommodations.. The hotel receipt must be itemized detailing charges for each day claimed. The hotel receipt must show a zero sum balance.
- ▢ Meals up to $40/day (this is the same per diem rate used by faculty). The receipts must be itemized showing what was served to you. Alcohol is not a reimbursable expense.
- ▢ Conference registration fee (excludes membership/organization fees, conference t-shirts, field trips, etc.)
- ▢ Transportation costs only if no courtesy shuttle is available from the airport to the hotel

Unallowable Costs:

ORI cannot reimburse payment of State of Texas taxes incurred during travel within Texas. A tax exempt form is available upon request.

Below are the items/categories not covered by the award.

- ▢ Gas or any other incidental expenses associated with driving a personal vehicle to your destination*
- ▢ Entertainment expenses

- □ Alcohol expenses
- □ Membership fees
- □ Room service of any type
- □ Extra nights at hotel beyond the conference dates
- □ Transportation costs such as taxi fees, Uber fees, Lyft fees, and any other service to get around town (only exception is transport from airport to hotel and hotel back to airport if no courtesy shuttle is available)

Application

Faculty Recommendation

The learner should obtain a faculty recommendation from the faculty member who mentored the work being presented. If such a recommendation cannot be obtained, the submitted abstract will be reviewed by the RSAC for quality control.

Abstract and Compliance

A copy of the abstract to be presented at the meeting must be included in the application. Relevant research compliance approvals (e.g., IRB approval for human subjects research, IACUC approval for animal research) must also be submitted.

Travel Expense Report

The UIW General Travel Expense Report must be submitted as part of the application. The learner should fill the top portion of the form; disregard the request for a budget account number and the Office of Research and Innovation will obtain the appropriate signatures. The applicant should estimate travel expenses in Column A.

When the applicant returns from the trip, this form should be resubmitted with the actual expenses listed in Column B along with the receipts to justify the amount claimed. The learner should also provide documentation of the dates of the meeting (e.g., agenda, meeting brochure or announcement) and the date of the learner's presentation.

When to Apply

- ☐ If airfare is requested, the application and Travel Expense Report should be submitted at least 2 months in advance. If you are requesting assistance with airfare apply as soon as possible to allow ample time to book airfare through the University Travel Agent (email the Traveler Profile to UIW@ctptravelservices.com). A traveler profile form is provided to assist booking with the travel agent. Airfare will not be booked in advance if the trip is less than 3 weeks away.

- ☐ For requests that do not involve airfare the application and Travel Expense Report should be submitted 1 month before travel. UIW policy states that upon return, the final Travel Expense Report and receipts must be submitted within **10 days** of travel.

Notification

Within 2 weeks of submission the applicant will be notified if the LTA is granted via email.

For more information contact:
Office of Research and Innovation
ORI@uiwtx.edu