



# **Procedure: FUNDING FOR POSTER PRINTING COSTS**

**Policy: RESEARCH AND  
SCHOLARLY ACTIVITY**



**Procedure: Funding of Poster Printing Costs**  
**Functional Area:** ADMINISTRATIVE  
**Policy Referenced: Research and Scholarly Activity**

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**Status:** DRAFT  
**Effective:** When approved  
**Procedural Contact: Associate Dean of Research and Innovation**  
**Responsible Office: Research and Innovation**  
**Last Reviewed/Updated: New**

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**Purpose:** The purpose of this document is to outline the procedure for payment of funds to reimburse UIWSOM faculty, staff and learners for poster printing when no other travel funds are being requested.

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**Policy Reference:** Research and Scholarly Activity

**Procedure:** The Office of Research and Innovation (ORI) is committed to providing support to defray or cover the costs of presentations arising from the research and scholarly activity efforts of UIWSOM faculty, staff, and learners. **Your acceptance of ORI support for printing of your poster obligates you to present at a monthly Chalk and Talk session and to present your poster at the UIWSOM Research Day in April.** Faculty and learners may request funding for printing of more than one poster during an academic year providing the posters describe substantially different studies. ORI requires that the applicant be in good academic and professional standing for support.

Poster printing is the responsibility of the presenter. You have two options:

1. Print anywhere you like, submit the receipt to ORI for reimbursement.
2. Use the UIW print shop. You can send the ppt or pdf via email, you don't have to physically take the file to them. The website is: <https://my.uiw.edu/printshop/index.html> and there is a print shop request form on the website that you have to fill out; email ORI to obtain the account number; then email the form and the poster file to [hood@uiwtx.edu](mailto:hood@uiwtx.edu) . **PLEASE RETURN THE RECEIPT TO ORI.**

Faculty, staff, or learners requesting support for poster printing must provide the following to the ORI:

1. A formal request for printing of "Poster title" to present at meeting/conference titled "XXX" on "dates of meeting".
2. Please provide proof of acceptance or proof of attendance at conference (e.g., registration).
3. Please include a copy of the poster printing receipt. If you are using the UIW Print Shop you will receive this receipt when you pick up your poster; please forward at that time.

The decisions to provide or deny support will be made by the Chair and/or the Vice-Chair of the RSAC. Should they disagree on a decision, the matter will be discussed before the RSAC to reach a final decision.