



Procedure: REVIEW OF LEARNER TRAVEL AWARDS

**Policy: RESEARCH AND
SCHOLARLY ACTIVITY**



Procedure: Review and Post-Award Monitoring of Learner Travel Awards
Functional Area: ADMINISTRATIVE
Policy Referenced: Research and Scholarly Activity

Status: Approved
Effective: June 25, 2020
Procedural Contact: Associate Dean of Research and Innovation
Responsible Office: Research and Innovation
Last Reviewed/Updated: New procedure

Purpose: The purpose of this document is to outline the procedure for allocation of funds to support of learner travel to local and/or national conferences to present the results of research and scholarly activity performed while at the UIWSOM.

Policy Reference: Research and Scholarly Activity

Procedure:

- 1) All learner travel funded by the UIWSOM Learner Travel Award must be pre-authorized prior to the travel. There are two time frames for submission depending upon if travel costs include airfare.
 - a. If airfare is requested, the application and Travel Expense Report should be submitted at least two months in advance using forms found on the Office of Research and Innovation (ORI) website. Applications requesting assistance with airfare should be made 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 on the ORI website to assist booking with the travel agent. Airfare will not be booked in advance if the trip is less than 3 weeks away.
 - b. For requests that do not involve airfare, the application and Travel Expense Report should be submitted one month before travel.

- c. The application should include a copy of the abstract being presented at the meeting. If the travel is to present an oral, podium presentation and there is no accompanying abstract, the applicant should submit a paragraph describing the substance of the talk.
- d. Funding of Learner Travel Awards will be decided administratively by the Associate Dean of Research and Innovation.
- e. UIW policy states that upon return, the final Travel Expense Report and receipts must be submitted within ten days.