

Medical Researcher Travel Award

Medical student:	Class year:
Student HSC email:	Purpose of travel:
Research mentor:	Submission date
Presentation title:	Institution:/ department:

Once a year, the Office of Medical Student Research offers travel awards to our medical students involved in scholarly research while pursuing a traditional 4-year medical school education.

The purpose of the Medical Researcher Travel Award (MRTA) is to recognize medical student academic achievement and help defray costs associated with presenting scholarly research at regional, national or international workshop, symposia, meeting or conference. Several scholarly works qualify for award consideration. These include presentation of poster papers, oral poster presentations, invited research talks, and participation in scholarly workshops.

Each travel award application will be reviewed by a COM faculty and staff committee convened by the Office of Medical Student Research and award winners will be announced in our research website twice a year. These travel awards will be judged based on financial need, quality of the research project, and professional development impact.

Eligibility:

1. Matriculated medical student in good academic standing pursuing a traditional 4-year degree program at Texas A&M Health Sciences Center, College of Medicine.
2. An acceptance letter or document showing that the medical student was invited to present a scholarly research poster or talk at a regional, national or international professional meeting.
3. Travel awards applications should be submitted to our office during the semester that travel occurs.
4. Medical students are eligible to receive one, up to \$2000 travel award per academic year.

Submission instructions:

Submit all forms to the Office of Medical Student Research to COM-MD-Research@medicine.tamhsc.edu

1. Fill out information requested in tables 1 - 4.
2. Complete the free response section and registration signatures.
3. Submit completed MRTA form, at least 1 month before travel.
4. Ask your PI or research mentor to write a letter of support for your travel award application.

Table 1: Conference, Symposia or Meeting venue information

Name of the event:	
Location (city, state, country):	
Venue dates:	
Purpose of travel:	
Conference website URL:	
Oral invitation date:	
Poster acceptance date:	

Table 2: Research project information (Bryan-College Station, Dallas, Houston, Round Rock, Temple or other)

Site (hospital, university, company):	
Research location (city, state):	
Department:	
Research mentor:	
Project title:	
Mentor e-mail:	

Table 3: Additional funding agency name and amount. Applicants must disclose all other awarded or requested funding for this trip

Funding agency	PI	Amount used for travel

Table 4: Please specify your budget request to defray travel costs.

Item	Amount secured from other sources	Amount requested
Conference registration:		
Airfare:		
Car rental:		
Gas mileage:		
Hotel accommodation		
Total amount for meals (excluding alcohol):		
Other expenses:		
Total (\$):		

MRTA abstract: Please provide a short description of your research project and describe the event where you will present your research. The more detail you provide, regarding how you envision this activity will promote your career development, the better we can process your award application. Use less than 200 words.

Briefly describe how this travel award will benefit your medical career development plans. Use less than 150 words.

Medical Researcher Travel Award

Processing date: *[completed by our office]*

1) Medical student

Name

Signature

2) Principal investigator

Name

Signature

Job title

3) Department Head

Name

Signature

4) COM Administrator

Gloria M. Conover, PhD
Department of Medical Education
Director, Medical Student Research

MRTA Expense Reimbursement Form

Award acceptance date:
Processing date: <i>[completed by our office]</i>
Travel completion date:

Rules:

1. Do not submit expense reimbursement form until completion of travel.
2. Submit form detailing eligible travel expenses: registration fees, airfare or gas mileage, car rental, hotel, per-diem rates accepted by TAMU, and presentation printing cost of poster paper.
3. All expenses must have an original receipt to get reimbursed.
4. Receipts using travel websites (e.g., travelocity, expedia or priceline) that combine hotel and airfare costs will not be accepted.
5. If student is sharing a hotel room, the allowable cost is to claim half the cost of the hotel room.
6. If a student is sharing an Airbnb accommodation, the allowable cost is the amount per person of housing allowance.

Submission instructions:

1. Claim expenses may not exceed the travel awarded amount.
2. All expenses must have itemized receipts to receive travel award funds. Proof of payment is required to contain your name, final transaction amount, transaction date, and form of payment.
3. Redact personal data such as social security number, credit card number, driver’s license, home address.

Please mark if original receipt has been sent to your reimbursement form

Item	Receipt included	Expenditures (\$ amount)
Conference registration		
Airfare		
Car rental		
Gas mileage		
Hotel		
Total amount for meals (excluding alcohol)		
Specify other expenses		
Total	Not applicable	

Submit all expenses incurred after payment has been made to vendors to
COM-MD-Research@medicine.tamhsc.edu

Notice: Reimbursement forms with errors or missing data or explanations will be returned for clarification and may result in delay in processing time. Allow 2 weeks or 10 business days to process your expense report.