ICOM Student Research Travel Grant (SRTG) Program

Application and Guidelines

# OBJECTIVE

The objective of the Idaho College of Osteopathic Medicine’s (ICOM) Student Research Travel Grant (SRTG) program is to support student opportunities for presentation of research or scholarly activities that have been supervised by an ICOM faculty member or conducted through an ICOM-affiliated research experience. The Office of Research, through the Research Committee, provides up to $750 to support students who are presenting their scholarship at a regional or national conference. Funds may be provided on a competitive basis as described in this document.

# Eligibility

1. All currently enrolled ICOM students who are not required to remediate a course are eligible to apply. Deferred, accepted, or former students are not eligible to apply.
2. The presented research must have been supervised by an ICOM faculty member or been conducted through an ICOM-affiliated research experience (defined as an experience financially supported by ICOM or through which students are selected by ICOM).
3. Presentation at a recognized research conference in keeping with the ICOM mission may be funded contingent on availability of funding. Applications emphasizing professional development, academic degree work, or professional development are not eligible for support.
4. The applicant must be the presenter and must not have presented the research previously at a national or international meeting.
5. Funds may be awarded for oral or poster presentations.
6. Applications will be prioritized based on criteria outlined in this document.
7. The affiliation of the presenter printed in the conference program and displayed in the title section of a poster must include ICOM.
8. Applicants who receive SRTG awards are required to submit a written report describing their presentation at the conference and are expected to present at the annual Research Day.
9. Students presenting research from an ICOM-affiliated research experience must provide written approval from the participating institution to present the research.

# Priority for Applicants

While all applications meeting the eligibility criteria will be considered, prioritized considerations for funding will be focused on applications meeting the guidelines below.

* Applicants presenting original research
* Applicants who have not received SRTG funds previously
* Applicants who will be giving an oral presentation (does not include panel presentations)
* Applicants whose submission is competitively accepted
* Applicants whose presentation describes research performed at ICOM or with an ICOM-affiliated research experience
* Applicants who have received an educational or training component (acquiring new skills) as a result of their research experience

# Award Principles and Guidelines

The maximum funding per student, per fiscal year is $750. The Grant is a supplemental fund and is not intended to be the only source of funding for research presentation. Applicants are encouraged to seek other sources of funding (e.g. student travel awards from professional organizations or conferences). Funds must be relinquished within 5 days of cancellation or missed participation of an approved event and any non-refundable costs will be borne by the student. Any exceptions to this rule are at the discretion of the Dean. Reimbursement requests must follow the ICOM Travel Policy, internal procedures, and all other applicable guidelines. Students’ original receipts and paid invoices are required for reimbursement. Recipients must acknowledge that support for their presentation was made available in whole or in part by ICOM.

Students who are granted an award are expected to write a written report describing their presentation at the conference within 10 days of the conclusion of their travel. The report should detail the conference, program theme, and number of attendees at the presentation. In addition, the report should characterize the type of attendees at the presentation, describe any potential collaborations developed, and explain how the student’s understanding of the research was enhanced by the presentation. In addition, students are expected to deliver a presentation at the annual Research Day in a subsequent academic year. Individuals who do not fulfill this requirement will be ineligible for future funding until completion.

## Research Committee and Review Process

The Research Committee will review all incoming applications. The committee will review applications as received, ensuring that they meet the aforementioned requirements. The committee will rate and rank each application, using the rubric below, to determine the allocation of available funds.

## Application Process

1. Complete the Student Research Travel Grant Application Form.
2. Attach a document with the title and full abstract (introduction, methods, results, conclusions) of the proposed presentation. If an educational component was included in the research experience, please document it by describing the development of new skills or training the applicant received as a result of the research experience (300 words max, signed by faculty mentor or supervisor).
3. Obtain institutional approval on the Application Form (faculty mentor or supervising individual).
4. Submit the SRTG and all required documentation to the Chair of Research as early as possible but no later than 60 days prior to anticipated travel.

Application for Student Research Travel Grant

|  |
| --- |
| **SECTION A: STUDENT INFORMATION** |
| Name: |  | Contact Phone: |  |
| Email: |  |
| Faculty Mentor or supervising individual: |  |

|  |
| --- |
| **SECTION B: PRESENTATION INFORMATION** |
| Name of Conference: |  |
| Location: |  |
| Dates: From |  | Date To |  |
| Please provide a description of the proposed presentation and conference, including the proposed title, audience at the conference, and significance of presenting as it relates to your personal and ICOM’s institutional goals. |
|  |

|  |
| --- |
| **SECTION C: BUDGET INFORMATION** |
| Total funds requested ($750.00 per person maximum):  | $ |
| Please provide an estimated cost for all applicable line items using the spaces provided below.The comments section should be used to provide explanations where necessary. |
| **Expense Type** | **Cost** | **Other Funding Sources** | **Cost** | **Comments** |
| Travel/Airfare: | $ |  | $ |  |
| Ground Transportation | $ |  | $ |  |
| Lodging: | $ |  | $ |  |
| Meals: | $ |  | $ |  |
| Registration/Conference Fees: | $ |  | $ |  |
| Other (be Specific) | $ |  | $ |  |
| **Totals:** | **$** |  | **$** |  |

|  |
| --- |
| **SECTION D: STUDENT ACKNOWLEDGEMENT** |
| I certify that I have read and agree to the terms and conditions set forth in the Student Research Travel Grant Application Guidelines. I certify that I meet the eligibility requirements. All necessary documentation has been provided to support my request. I have received course director approval for any additional absence days that will be incurred due to this request. |
| **Student Signature:** |  | **Date:** |  |

|  |
| --- |
| **SECTION E: RECOMMENDATION / APPROVAL** |
|  | **Signature** | **Date** |
| Faculty Mentor/SupervisorRecommendation: | * Yes
* No
 |  |  |
| Research Committee Approval: | * Yes
* No
 |  |  |

|  |
| --- |
| **SECTION F: PRIOR FACULTY RESEARCH TRAVEL GRANT FUNDING** |
| Has this applicant received SRTG funding previously? | * Yes
* No
 | If yes, were all requirements completed? | * Yes
* No
 |

**Student Research Travel Grant Application Review Rubric**

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **Exceeds Criterion****2 POINTS** | **Meets Criterion****1 POINT** | **Criterion Not Met****0 POINTS** |
| 1. Application demonstrates presentation of original research (2 = Original research, 1 = scholarly activity, 0 = neither original research or scholarly activity)
 |  |  |  |
| 1. Applicant has received SRTG funding previously (1 = No, 0 = Yes)
 | N/A |  |  |
| 1. Type of presentation given by applicant (1 = oral, 0 = poster)
 | N/A |  |  |
| 1. Application is competitively accepted (1 = Yes, 0 = No)
 | N/A |  |  |
| 1. The presented research was performed at ICOM (2 = performed at ICOM or at an ICOM-affiliated research experience; 1 = ICOM faculty member included on project that was primarily done at another institution; 0 = not performed at ICOM, or with an ICOM faculty member, or with an ICOM-affiliated research experience)
 |  |  |  |
| 1. The application includes an essay (max 300 words and signed by the ICOM-sanctioned faculty mentor) acceptably describing the development of new skills or training the applicant received as a result of the research experience (1 = yes, 0 = no)?
 | N/A |  |  |
| **Subtotals:** |  |  |  |

If Criterion 1 or Criterion 5 receives 0 points, the application will not be funded.