

## **Funding The Warren Alpert Medical School Support for Scholarly Achievement & Leadership:**

The Warren Alpert Medical School has a limited pool of funds to help support students attending national and international academic conferences either to present scholarly work or to represent the Medical School in a leadership capacity. The Medical School may be able to reimburse students for reasonable (coach) travel and lodging expenses directly related to conference participation, and conference registration fees (including membership fees directly related to conference registration). Reimbursement does not cover the cost of meals.

Please understand that this funding is limited. The following conditions apply:

- We encourage students to budget wisely and consider cost-sharing measures, such as sharing hotel rooms, when possible. However, per a 2015 Brown University policy, only the traveler can be reimbursed for travel expenses- please do not purchase additional tickets or hotel rooms for a classmate as we will be unable to reimburse you for them.
  
- We strongly encourage students to make refundable travel arrangements should any unforeseen circumstances arise. The Warren Alpert Medical School is unable to provide reimbursement for travel that does not occur, regardless of the reason.
  
- In order to ensure the greatest amount of equity possible across a large student body, an individual student will only be eligible for two financial awards in any given fiscal year (conference date July 1 through June 30). Any unused funds will not roll over to the next fiscal year.
  
- For any given poster or oral presentation, The Warren Alpert Medical School can only fund a maximum of two student presenters. For poster presentations, The Warren Alpert Medical School travel award does not cover the cost of printing posters. If you need to have your poster printed, please contact the Office of Medical Education, but please note OME is only able to print select sizes.
  
- Our student body comes from all over the globe, and travels around the country for electives, vacations, etc., so reimbursements will be calculated with Providence as the origin point. (We cannot, for example, reimburse for a plane ticket to a conference in Providence or Boston if the student happens to be home in California at that time. For a conference presentation in Boston, the student would be reimbursed the equivalent of a train ticket from Providence, or car mileage using the University mileage rate).
  
- Awards are given up to \$750 for conferences in the United States, Puerto Rico, and Canada, and up to \$1000 for conferences elsewhere. On a case by case basis, students who are attending a conference with costs that exceed the single conference funding allocation, are able to request access to their additional conference funds which can then be applied to defray any additional costs. A combination of two permissible financial awards cannot exceed the total amount allocated to each student per fiscal year.

- PCPM students must first apply for funding via the PCPM program. If the student receives PCPM funding, awards from this program will be capped at an amount that equals a total combined funding of \$750 for conferences in the United States and Canada and \$1,000 for conferences elsewhere.

### **How to apply for funding:**

To apply for funding, please send a copy of your abstract (if applicable), and documentation of your acceptance to the conference, to [medstudentaffairs@brown.edu](mailto:medstudentaffairs@brown.edu). If you are representing Brown in a leadership capacity, please describe (for example, indicate the role you hold within a national organization). **All application materials must be received and the award approved prior to the start of the conference.** Retroactive submissions will not be eligible for funding.

Each student attending a conference, *even if attending as part of a student group*, must submit an individual application for funding. In the case that multiple students are attending the same conference, the sharing of hotel rooms and transportation costs (such as taxis) will be expected. Please also note that funding does not guarantee excused absences from required courses/clerkships. Students must request any related absences through regular channels.

For information regarding University reimbursement guidelines for car rental, please see here - <https://www.brown.edu/about/administration/controller/accounts-payable/annual-spending-guidelines>

- For expenses purchased in-person (taxis, shuttles, etc.):
  - Please submit the original receipt you received at the time of the transaction.
- For expenses purchased online (flights, hotels, conference fees, trains, etc.):
  - Please submit the online confirmation, as well as proof that the expense was paid by you.
  - If the confirmation indicates that the expense was paid and includes your name as billing information, please submit just the confirmation itself.
  - If the confirmation has the last four digits of a credit card number as billing information, please submit the confirmation, and a scan of the card showing the last four digits and your name (please black out the first twelve digits).
  - If the confirmation doesn't contain either your name or last four digits of your credit card, you'll need a screenshot of the bank statement for your debit/credit card that made the purchase, showing the charge to your account and your name.
- For expenses paid in foreign currency (anything):
  - Please submit either a report of the exchange rate at the time of purchase, or for expenses purchased with a debit/credit card. Please submit a bank statement showing the charges to your account, so that we can see the charge in USD, as well as any foreign transaction fees.

You must submit all documentation to [medstudentaffairs@brown.edu](mailto:medstudentaffairs@brown.edu) *within 6 weeks of the purchase/expense in order to be reimbursed.* University financial systems will not process reimbursements that are beyond a 60 day window!

Please direct questions regarding funding support for Scholarly Achievement & Leadership to:

Patricia Vescera

[patricia\\_vescera@brown.edu](mailto:patricia_vescera@brown.edu) or

[medstudentaffairs@brown.edu](mailto:medstudentaffairs@brown.edu)

Office of Student Affairs

Warren Alpert Medical School of Brown University

222 Richmond Street

Providence, RI 02912

For questions regarding research itself, and preparation and submission of conference abstracts, contact:

Dr. Stephanie Garbern

Director of Student Research

[sgarbern@brown.edu](mailto:sgarbern@brown.edu)