

Scientific meetings/presentations- A guide to submission and requesting of funds

At the University of South Alabama College of Medicine (USACOM), the pursuit of excellence in research is integral to our mission. We encourage medical students to pursue research opportunities through our Summer Research Program, Research with Honors Initiative, and M3 Research Selective experience. In concert, the College has the responsibility to educate the students on the ethics of authorship, conference abstract submission, and the balance between conference attendance and academic commitments.

Authorship: According to the International Committee of Medical Journal Editors, authorship not only confers credit but also implies responsibility and accountability. To be considered an author, the student must:

1. Substantially contribute to the origin or design of the work
2. Draft or revise the work
3. Approve the final version to be submitted for publication AND
4. Maintain accountability for all aspects during submission, presentation, revision, and publication

Conference abstracts: Experience presenting at scientific meetings is encouraged. When submitting an abstract for conference presentation, the student should become familiar with the submission rules of the conference. For some, authors must certify that the research is original and not previously submitted to any other conference, organization or journal for presentation or publication.

Thus, the student should consider whether submission of essentially the same abstract to multiple conferences is ethical. If the authors can justify and therefore defend that the abstracts are sufficiently and distinctly different, then the multiple submissions may be reasonable. Abstract submission must be discussed with the faculty mentor.

Conference Attendance: Once the research is submitted and accepted for presentation, the student must carefully weigh the benefits of attending the meeting and presenting with the rigors of their academic schedule.

1. The USA COM attendance policy delineates the number of days which a student can request to be absent to attend and therefore present at a scientific meeting. Excused absences for conference attendance are only granted when the student is the presenter.
2. The COM Dean's office through the COM Office of Student Affairs and the University of South Alabama Student Government Association may offer assistance with travel to meetings provided the research is original, the student has had a significant role to play in the project, the student is the primary presenter (either poster or oral), AND the meeting is within the continental United States or Canada.
3. Meetings geographically outside the confines of the continental US or Canada will not be supported financially. Excused time off for a student whose research is accepted for a podium presentation at an international conference will be addressed on a case by case basis with the Associate Dean of Student Affairs, COM Dean's office and preclinical module/clinical clerkship director.

4. Only one presentation per research project will be supported with time off as well as financial considerations.
5. Students will be allowed to attend only one meeting, either professional or scientific, per preclerkship module or clinical clerkship.
6. Prior to registering for the meeting or booking travel, the student must meet with the Associate Dean of Student Affairs to ensure that the request to be absent will be authorized.
7. Any request which falls outside the guidelines of this policy must be considered on a case by case basis by the Associate Dean of Student Affairs.

In summary, in preparing work for presentation or publication the student has an ethical standard to uphold in defining authorship and in adhering to conference rules for submission. Questions regarding rules of submission can be directed either to the faculty mentor sponsoring the project or the conference planners. Once an abstract has been accepted for presentation and the student is ready to request funding, specific steps must be followed in a timely fashion. Those steps are attached.

01/17/2020

Steps for requesting funds to attend an academic/scientific meeting

After your research has been accepted for presentation, these are the steps to follow in the event you wish to request assistance with funding for your expenses to attend the meeting.

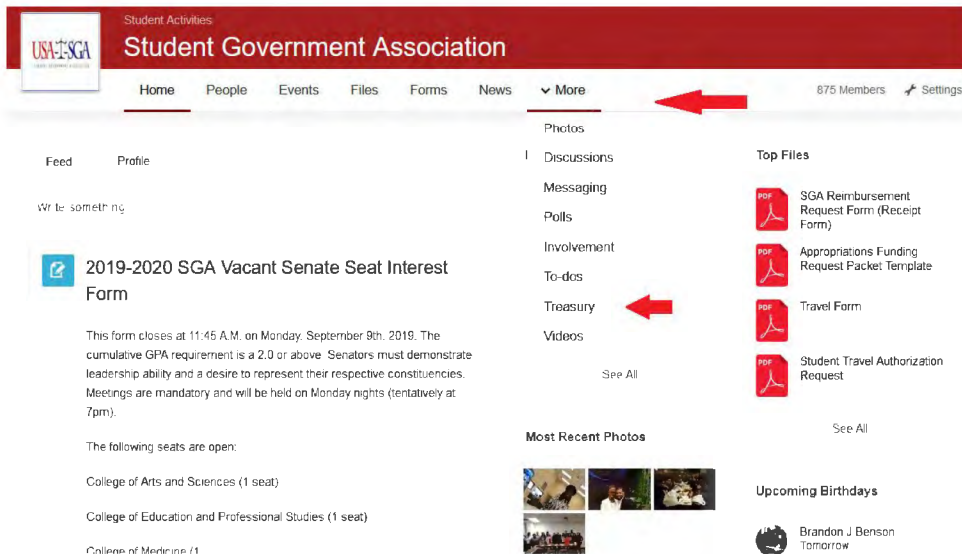
1. Request time to be absent from the Office of Student Affairs and the appropriate director of the module, clerkship, or M4 course as outlined in the Attendance Policy. At the time of this request, please present a copy of the letter from the organization/meeting indicating the acceptance for presentation.
2. Complete the separate College of Medicine Request to be absent form. This is handled by Connie Land in the Office of Student Affairs and is not the same as step 1.
3. Prepare your trip budget with Connie Land in the Office of Student Affairs. Note, if your department or research grant entirely pays for your trip then you will not need to request additional funding.
4. Request funding from the USA Student Government Association. This step requires some time and may actually take several weeks. It is best to start this process early ie as soon as your research is accepted for presentation. See the OrgSync directions below. Connie Land and Frank Lucas can assist you with this step. As noted before, the budget for your trip must be prepared in advance of this request as you need to know how much to request from SGA.
5. Request additional funding from your research lab, department which sponsored the research, or grant to which the research belongs. Note, if you have done this research with an outside institution, that institution owns the research and must be contacted to provide appropriate credit for sponsorship and to request funding.
6. Once all these avenues have been navigated, you can then come to the Office of Student Affairs to see what additional funding might be available to you. Please know that based upon the number of our COM students who have research accepted for presentation, I need for you to have realistic expectations. Each year the budget for Student Affairs includes student travel but not in an unlimited fashion.
7. If funding is provided to you, Connie Land can help you with the paperwork for filing for your reimbursement.

Again, I know this seems time consuming, but all these steps are necessary. We must follow a process in evaluating your requests as funds are limited to an annual amount. Please stop by and see us here in Student Affairs at any time with any additional questions. Please note that if these steps are not followed and you attend a meeting even if you present, you will not be reimbursed for any of your expenses.

Please see the Steps below for the OrgSync Student Travel Request

OrgSync Student Travel request

1. Log in/ Create OrgSync account at <https://orgsync.com/login/university-of-south-alabama>
2. Go to the Student Government Association site
3. Select the **More** tab followed by **Treasury**.



4. Select **Manage Budget**



Treasury

Budgets



Manage budgeting and activity funding, including submitting a budget request.

Manage Budgets



OrgSync Student Travel request

5. Select **New Budget** and complete the form.
6. Attached the Student Travel Authorization request form to the New Budget request.