1. **Purpose**: The Research Travel Award is intended to provide supplemental funding for residents/fellows to present the results of their research projects at national or international conferences.

2. **Eligibility**: University of Florida Health College of Medicine Jacksonville Residents/Fellows who have had abstracts accepted for presentation at a major national or international conference are eligible to apply.

3. **Funding Amount**: A request may be made for a maximum of $1,500. The number and amount of awards will depend upon available funds and the number of qualified applications. Applicants must indicate the minimum support level to attend the conference and identify other sources to fund such travel (for example, the Attending Staff Foundation, the residency/fellowship program GME).

4. **Application Packet must contain**:
   - Letter of acceptance for research presentation at a national or international meeting
   - A copy of the accepted abstract
   - Letter of support from Program Director and mentor faculty highlighting relevance of the topic and importance of conference
   - Total travel costs associated with the research presentation
   - Verification of other travel funding approved/received
   - Requested amount of reimbursement

   Submit all the requested material to the Office of Educational Affairs at least 30 days prior to the presentation date.

5. **Review and Approval Process**: The Associate Dean for Educational Affairs will review the material as necessary, with designated faculty included in the review process. An email notification will be sent to the resident/fellow and program director with the status of the request and approved funding amount, if appropriate.

6. **Award Process**: If the application is approved, copies of expense receipts and other funding will be requested upon return from the conference along with the travel forms. The resident may fund the travel expenses personally, or the Department may provide the necessary travel funds. If the resident funds the travel, they will be reimbursed directly from the Office of Educational Affairs (OEA). If the Department provides the funding, the OEA will have the award amount transferred into the Department's GME account.

7. **Research Day**: All awardees are expected to submit their research project for presentation at the annual Research Day at the University of Florida College of Medicine - Jacksonville.

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Constance K. Haan, M.D., M.S.  
Associate Dean for Educational Affairs