**MEDICAL STUDENT TRAVEL AWARDS**

The University of Vermont Medical Student Travel Awards Program was established to support students, who meet certain criteria (see below) for travel to attend conferences, present scholarly projects, and participate in national or international educational opportunities. In providing this opportunity, our goal is to benefit the College of Medicine and the education of our students, while maximizing the use of available funding to support travel for students seeking outside learning opportunities.

Funding will be allocated three times during each academic year, through Student Financial Services, for **extramural learning opportunities**.Travel support related to conference attendance, research, etc., that is tied to specific departments should first be considered by those departments or through other resources, however student can also apply through this competitive award process. You may **not** apply for this funding for the same travel for which you are the recipient of a College of Medicine Summer Research Fellowship.

There are **four** application deadlines and award disbursements per year for grants of no more than $500 per student. The Medical Student Travel Awards Committee will review applications and allocate available funding. Students will comply with University policies for University-sponsored student domestic and international travel. Students are **required** to adhere to University policy for insurance coverage when traveling on University sponsored business, and participate in the iAbroad program for international travel.

Funding of student travel will be coordinated with the Financial Aid Office and may affect a student’s financial aid. Successful applications will meet the following **criteria**.

* Include a clear and compelling rationale for the proposed travel, written by the student, as part of the application process (1/2 to 1 page in length)
* Include a supervising UVM College of Medicine faculty mentor who will assume both educational and supervisory responsibilities. Applicants **must** have a letter of support from their UVM faculty mentor explaining their supervisory role and support of the project.
* Must specify the duration, timing, and content of the educational experience.
* For International travel, must give evidence that there is local authority approval for where the experience is being conducted.
* For national meetings must submit the proposed meeting agenda.
* Describe how the educational experience will benefit the student’s medical education.
* Describe efforts made to obtain funds from other sources.
* Describe how the educational experience will benefit the College of Medicine in areas of education, research, or service and how it will benefit other students and the College of Medicine community.
* Applications with an emphasis on scholarly activity in education, research, or service will be given priority. Agree to develop/present a 5 minute video of their educational experience for distribution to the College of Medicine community.

The three application deadlines are August 30, October 30, January 30, and April 30.

The Medical Student Travel Awards Committee will meet within two weeks of the application deadline to determine which applications will receive funding. The Medical Student Travel Awards Committee will **only** review or fund applications that are submitted outside of this cycle under extenuating circumstances. Students requesting an application review outside of the application cycle should submit a letter with their request to the committee coordinator (Sheri.Youngberg@uvm.edu). Applications should be submitted as far in advance of travel as possible, **but not more than nine months ahead** of proposed travel. Awards will **not** be awarded retroactively for previous travel; awards will only be given to applicants who are approved *before* they go on their trip. Applicants will be notified if they are approved for funding within **three weeks** after the deadline date. **Students must be in good academic standing to apply for a Travel Award (questions about your academic standing may be directed to the Office of Medical Student Education).**

If your travel purpose should **change** for any reason (after you have submitted your application and/or have been approved for funding), please notify Sheri Youngberg Sheri.Youngberg@uvm.edu. **The committee must review all changes.**