

**Eastern Virginia Medical School
Graduate Medical Education Office
Resident and Fellow Scholarly Activity Funding Awards**

Introduction

To support the dissemination of resident and fellow scholarly activities, the EVMS President’s Office has given the EVMS Graduate Medical Education Office \$100,000.00 to support related travel experiences for accepted presentations at national conferences. The funding is available for a 2-year period, and may or may not be renewed when the funding is depleted. The funding period starts July 01, 2021 and will end June 30, 2023, or when the funds are depleted (whichever comes first).

GMEC Funding Subcommittee

The following faculty have been designated as the GMEC subcommittee to develop and propose the guidelines and process for the distribution of the funding:

Eric Dobratz, MD (OTO)	Agatha Parks-Savage, EdD (GME)
Marissa Galicia-Castillo, MD (IM-GERI)	John Snellings, MD (FAM)
Lester Johnson, MD, PhD (RAD)	Abby Van Voorhees, MD (DERM)
Matthew Lelegren, MD (OTO Resident)	Amanda Parker, C-TAGME (GME)
Michael Martyak, MD (SURG)	

Eligibility

1. EVMS residents and fellows that are accepted to present an oral presentation at a national conference related to their specialty. Travel awards are up to \$2,000.00. (Travel Assistance)
2. Funding awards can also be used to assist with costs related to manuscript publication fees. Publication assistance awards are up to \$1,000.00. (Publication Assistance)
3. Recipients are eligible to receive one award for each academic year.
4. In addition, eligible recipients must have fulfilled the following requirements as authors or co-authors:
 - Prepared an abstract.
 - Been invited/accepted to make an oral presentation at a national conference/meeting.
 - Applications for funding awards may be submitted on a retroactive basis for a presentation/publication starting July 01, 2021.
 - Prepared a submission quality manuscript for publication to an appropriate journal related to the Department’s specialty. A full draft may be submitted at the time of application for the funding award, but the final version of the manuscript must be submitted (email confirmation) to the journal and the GME Subcommittee designee, _____ (name), within 3 months of travel.

Application Process

1. Each department will need to establish their own internal review process for reviewing their trainees' applications for funding.
2. A designated faculty member from the department will be the person who submits the trainee's application package to the GME Office.
3. Each program will be permitted to submit two candidates for the funding award for the current academic year, and submit two candidates for the waitlist should additional funds become available.
4. Applications are accepted on a rolling basis throughout the year. The conference and application should happen in the same fiscal year.
5. In order to receive an award, the trainee must complete the application process established by the GME Office.
6. Applications may be submitted on a retroactive basis (no more than six months after the presentation); however, the application must be made within the same fiscal year (July 1 to June 30) the conference was attended. Retroactive funding requests will be based on funds available at the time of the request.
7. Applications must be submitted to the GME Office via the Application Submission Link on the Scholarly Funding Process webpage.
8. Only complete applications will be considered.
9. Awardees will be notified via email.

Special Notes:

- *The GME Funding Subcommittee will review the funding awards that have been distributed on a quarterly basis. By the first Friday of January, an evaluation of the funding that has not been used by programs will be considered for re-distribution on a first come, first serve basis to other programs.*
- *Due to the uncertainty of travel restrictions related to the current pandemic, the GME Funding Subcommittee will consult with the Vice-Dean of GME in the event that conferences change from in-person to virtual events. The travel award amount may be decreased to reflect the absence of airfare, hotel accommodations, and a reduction in the registration fees. If this is the case, the possibility of adding more candidates for conference awards from each program will be considered.*

Application Requirements:

For Travel Assistance award approval:

1. Application Cover Sheet (Attachment 1)
2. Application Checklist (Attachment 2)
3. Travel Letter of Endorsement Attestation: A letter of endorsement attestation from the designated program faculty member must be reviewed and signed. (Attachment 3)

4. Official Letter of Acceptance to Present at Conference. (Attachment 4)
 - a. The letter may be an email from the organization, or a letter on the organizing institution's letterhead addressed to the applicant stating presenter's name.
 - b. If you are not able to submit an official letter, a copy of the printed program cover page and the page that lists your name, date, time, and program number is also acceptable.
5. Copy of presentation abstract (at the time of submission). (Attachment 5)
6. Travel Budget Request and receipts (if available). (Attachment 6)
7. Full manuscript draft- Final manuscripts may be submitted to intended journal up to 3 months from the date of presentation. (Attachment 7)

For Publication Assistance award approval:

1. Application Cover Sheet (Attachment 1)
2. Application Checklist (Attachment 2)
3. For Publication Awards: A letter of endorsement attestation from the designated program faculty member must be reviewed and signed. (Attachment 3)
4. Copy of manuscript abstract, outline, or draft. (Attachment 4)
5. Publication Budget Request (Attachment 5).

For Award Disbursement:

1. For Travel and Publication Awards: Copy of the manuscript submitted for publication with appropriate documentation to evidence submission. Manuscript quality should be comparable to peer-reviewed journal publications. *Note: Publication is not required; however, it is expected that the resident/fellow will promptly advise the GME Office upon notice that manuscript will be published.*

Each Award will be made to the most qualified applicant based on review of the abstract, presentation, and proposed manuscript. All award decisions shall be final. Awards shall be made on a first come first served basis until the maximum number of awards for the year has been made. Note: Award funds may not be transferred until all the requirements have been met (including submission of manuscript to a journal for publication).