

Resident and Fellow GME Funding for National Conferences and Publication Assistance Position Description for the Designated Program Liaison

Introduction

To support the dissemination of resident and fellow scholarly activities, the President's Office has given the EVMS GME 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).

Role of the Designated Program Liaison

Each department will need to establish their own internal review process for reviewing their trainees' applications for funding. The PD will recruit a faculty member to serve as the Designated Program Liaison (DPL) that will provide oversight of their programs' GME Funding process. The DPL will assist with vetting the legitimacy of the projects submitted for funding and submit the projects from the department that meet the requirements of the funding. They will act as a gate keeper to ensure appropriate projects are submitted from the department for the funding approval process.

The role of the DPL will be to do the following:

1. Review the online application process. A brief video tutorial will be sent from the GME office to the DPL once they are identified.
2. Determine what types of national presentations and/or publication assistance requests meets their criteria for their specific program. 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.
3. Announce to residents and/or fellows to submit their application for consideration by the program's determined due date.
4. Identify which applications will be selected by the program for funding.
5. Inform the selected trainees of their nomination for the funding.
6. Assist the nominees with the online application process.