

ATTACHMENT 1

Eastern Virginia Medical School Graduate Medical Education Office Funding Awards for National Conference Presentations APPLICATION COVER SHEET

Instructions: To be considered for funding, the applicant must provide the required information. Incomplete and handwritten applications will not be considered. Not to exceed 1-page.

Applicant Information

Resident/Fellow Name	
Current PGY	
Program Name	
Date of Submission	

National Meeting Information

Name of Conference & Specialty	
Conference Location	
Conference Dates	
Presentation Date(s) & Time(s)	
Travel Dates	
Presentation Type	
Title of Presentation	
Complete Names of Presentation Authors (in order); Include titles and affiliations.	

Manuscript Submission Information

Name of Journal the Final Manuscript will be/has been submitted to.	
Title of Manuscript	
Date of Manuscript submission to Journal	

Signatures

Name	Print	Signature
Applicant Resident/Fellow		
Dept Faculty Designee Submitting on behalf of Applicant		

ATTACHMENT 2

**Eastern Virginia Medical School
Graduate Medical Education Office
Funding Awards for National Conference Presentations
Application Check-List**

Check-Off	Item #	Description
	1	Completed and Signed Application Cover Sheet
	2	Completed and Signed Application Checklist
	3	Travel Letter of Endorsement Attestation from Faculty
	4	Official Notification of Acceptance to Present at Conference (Copy of official email or letter)
	5	Copy of Presentation Abstract
	6	Travel Budget Request
	7	Outline or Draft of Manuscript
	8	Final Draft of Manuscript with email confirmation of submission to journal up to 3-months from the date of presentation.
	9	Items #1 through #8 are scanned in this order as 1-PDF document. The naming convention of the save document should reflect the following: <i>Last Name+First Name+Program+Month+Year</i> Example: JonesJohnDERM092021
	10	Application Package Submitted by the designated dept faculty on behalf of the resident/fellow.

Signature of Applicant

Date

Signature of Designated Dept Faculty

Date

ATTACHMENT 3

**Eastern Virginia Medical School
Graduate Medical Education Office
Funding Awards for National Conference Presentation
Letter of Endorsement Attestation by Department Faculty**

I attest on behalf of our programs' GME Funding Review Committee that we support

Dr. _____ presenting at _____ located in
_____ on _____.

We will provide mentorship and support to Dr. _____ to develop and
submit a manuscript to _____ by no later than
_____.

Dr. _____ will send a copy of the official confirmation of the
submitted manuscript to the GME Office once notification is received.

I understand that failure to complete this process may jeopardize future funding of our trainees
for GME awards.

Print Name of Program	
Printed Name of Resident/Fellow	
Signature of Designated Dept Faculty	
Date Signed	

ATTACHMENT 4

**Eastern Virginia Medical School
Graduate Medical Education Office
Funding Awards for National Conference Presentation
Official Letter of Acceptance from Conference**

Printed Name Program	
Print Name of Resident/Fellow	

Insert a copy of the Official Letter of Acceptance Notification behind this page.

To insert a copy:

1. Save a copy of your Official Letter of Acceptance to a PDF.
2. Insert/Merge the two files, and reorder the pages so the Official Letter of Acceptance is right behind this page.

Notes:

- *It is easiest to do these steps on a desktop or laptop device. Screens of mobile devices may not be large enough to follow these steps easily.*
- *If you do not have Adobe Acrobat installed on your device, you may access free Adobe Acrobat Utilities on the following website. While we offer these suggestions, you may use any software/utility you have access to or can find on the web.*
 - o *Merge PDF Files:* <https://www.adobe.com/acrobat/online/merge-pdf.html>
 - o *Convert Files to PDF:* <https://www.adobe.com/acrobat/online/convert-pdf.html>

ATTACHMENT 5

**Eastern Virginia Medical School
Graduate Medical Education Office
Funding Awards for National Conference Presentation
Presentation Abstract**

Print Name of Program	
Print Name of Resident/Fellow	

Insert a copy of the Presentation Abstract behind this page.

To insert a copy:

1. Save a copy of your Presentation Abstract to a PDF.
2. Insert/Merge the two files, and reorder the pages so the Presentation Abstract is right behind this page.

Notes:

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 - o *Merge PDF Files:* <https://www.adobe.com/acrobat/online/merge-pdf.html>
 - o *Convert Files to PDF:* <https://www.adobe.com/acrobat/online/convert-pdf.html>

ATTACHMENT 6

**Eastern Virginia Medical School
Graduate Medical Education Office
Funding Awards for National Conference Presentation
Budget Request**

Instructions: List all required information associated with your budget request.

Print Name of Program	
Print Name of Resident/Fellow	

Complete this section for **TRAVEL Assistance:**

Airfare	
Ground Transportation to and from airport only	
Conference Registration Fees	
Accommodations (Hotel)	
Meals / Per Diem	
Other (please list):	
Total Expense *Not to exceed \$2,000.00.	

Insert a copy of the Signed Travel Voucher behind this page.

To insert a copy:

1. Save a copy of your Travel Voucher to a PDF.
2. Insert/Merge the two files, and reorder the pages so the Travel Voucher is right behind this page.

Notes:

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 - o Merge PDF Files: <https://www.adobe.com/acrobat/online/merge-pdf.html>
 - o Convert Files to PDF: <https://www.adobe.com/acrobat/online/convert-pdf.html>

ATTACHMENT 7

**Eastern Virginia Medical School
Graduate Medical Education Office
Funding Awards for National Conference Presentation
Final Journal Manuscript**

Instructions: List all required information associated with your budget request.

Print Name of Program	
Print Name of Resident/Fellow	
Title of Manuscript	
Name of Journal	
Presentation Date(s) and Time(s)	
Date Manuscript Submitted to Journal	

Insert a copy of the Full Manuscript behind this page.

To insert a copy:

1. Save a copy of your manuscript to a PDF.
2. Insert/Merge the two files, and reorder the pages so the manuscript is right behind this page.

Notes:

- *It is easiest to do these steps on a desktop or laptop device. Screens of mobile devices may not be large enough to follow these steps easily.*
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