

SJBSM Guideline to Request Institutional Support for Participation in Research Meetings or Trainings

The SJBSM encourages faculty and their students participating in research to attend and contribute to scientific meetings. As an incentive to promote scholarly productivity, SJBSM offers an allocation of funds to support faculty/students travel and registration costs. Participation in scientific conferences and research training benefits both the individual and the institution, and expenses are generally shared between the two parties as described in this guideline.

A. Eligibility

There are three categories of participation to request institutional support:

1. Presenter of a research project as a speaker or poster
2. Recognized discussant, panelist, judge or convener for a session listed in the meeting program.
3. Attendee to a workshop/training related to their expertise and institutional need.

B. Reimbursement Parameters:

National Meeting or Training:

A faculty or student who meet at least one (1) of the eligibility requirements may request reimbursement for their registration fees, transportation, poster preparation, and lodging costs. The institution will not reimburse for meals or provide for per diem funds.

Reimbursement:

- Expenses reimbursed from this fund per year will **not exceed \$1,000**.
- For budgetary reasons, faculty members and students who have access to other funding must use those funds prior to requesting funds from the Director of the Research Center.

Local Meetings or Training:

The Institution will only consider requests to reimburse the cost of the Registration fee and poster presentation (when applicable).

C. Procedures and Practices:

National support: Those who meet the eligibility requirements and wish to arrange for support of the Institution for national travel must submit a formal request by email to the Director of the Research Center at **least 60 days prior to travel date**. The request must specify the name, location and date of the conference or training, the justification (i.e. type and title of the presentation, panel assignment, need for training) and the likely costs which will be incurred. The Director of the Research Center will evaluate the request and endorse it for final approval of the SJBSM President/Dean. Reimbursement will not exceed the amount approved. Those who fail to apply in advance should not expect reimbursement.

Local support: Those who meet the eligibility requirements and wish to arrange for support of the Institution for attendance to a local meeting or training must submit a formal request by email to the Director of the Research Center at **least 30 days prior to the date of the event**. The request must specify the name, location and date of the conference or training, the justification (i.e. type and title of the presentation, panel assignment, need for training) and costs. The Director of the Research Center will evaluate the request and endorse it for final approval of the SJBSM President/Dean. Reimbursement will not exceed the amount approved. Those who fail to apply in advance should not expect reimbursement.

- **Reimbursement:**

Reimbursement will be made only upon submission to the Finance Director of a signed, completed copy of the Travel Expense Report **within 60 days of the meeting or training**, accompanied by a set of proper receipts from hotels, travel services, credit cards, etc. In addition, a copy of the entry in the official program of the conference listing the attendee's contribution should be provided. Reimbursement will not exceed the amount approved. As a general rule, travel advances will be provided only when absolutely necessary.

Brief Points:

- Approval of travel support requests are subject to the continued availability of funds.
- Applications for travel support should be made at least 60 days prior to departure.
- Submission of expense reports must be made within 60 days of return to qualify for reimbursement.
- Expenses from this fund will not exceed \$1,000.

Endorsed by the SJBSM RC- Institutional Research Committee

Approved by SJBSM President/Dean on July 8th, 2019