

# Medical Student Travel Authorization Form

## INSTRUCTIONS:

1. Read the **Student Travel Policy** (page 2 here) prior to completing and submitting this form.
2. Complete Section 1
3. Include a copy of the letter of acceptance for the conference and a copy of the paper/poster/abstract
4. Submit request form and all supporting documents- at least 2 weeks in advance
  - send requests related to Embark projects to: [embark@oakland.edu](mailto:embark@oakland.edu)
  - send Non-Embark project requests to: [ouwbresearch@oakland.edu](mailto:ouwbresearch@oakland.edu)
  - **\*\*Non-Embark Projects must also be registered at: [OUWB Research Project Registration form](#)**

### Section 1 – Student Information

Student's Name	G#	Class of	Date Request Submitted
Mailing Address including city, state, zip code			
Phone #	Email address	Podium presentation	Poster
Conference Name		Conference Location	
Purpose of Travel		Mentor's Name - required	
Departure Date	Return Date	Embark	Non-Embark
<b>Expense Item:</b>		<b>Estimated Cost:</b>	
Registration:	\$		
Transportation:	\$		
Lodging:	\$		
Miscellaneous:	\$		
Total:	\$	<b>Total Reimbursement Limited to \$1,000</b>	
I acknowledge that all co-authors have reviewed and approved my submission.			
<b>Student Signature Required:</b>		<b>Date:</b>	
<b>Route form and supporting documents back to Embark Coordinator or Research Coordinator</b>			

### Section 2 – Administration & Financial Aid Approvals

Chair, Department of Foundational Medical Studies	Date
OUWB Director of Business Operations	Date
Financial Services	Date
<b>Route form and supporting documents back to Embark Coordinator or Research Coordinator</b>	

## Student Travel Policy

### Financial Support for Medical Student Travel for Scholarly Activities

OUWB students are encouraged to present their research at conferences as part of their scholarly work. Students who are accepted to present at conferences within the continental U.S. are eligible to receive up to \$1,000 per academic year to offset travel costs. The following expectations must be met before requesting funding.

**Criteria:** To be considered for funding the following MUST be met:

- The conference must take place in the continental United States.
- The research being presented must have been conducted while enrolled at OUWB.
- For non-Embark projects, students should identify a mentor from either OU, OUWB and/or Beaumont/Corewell *prior* to engaging in any research-related activities.
- The student must be listed as first-author/presenting author on paper/poster/abstract and must provide documentation of official author list.
- Only one student per abstract may receive funding support.
- The student has either IRB approval or has submitted a non-human subjects research determination form through Oakland University IRB.
- Students must pay travel expenses upfront and will be reimbursed upon return
- The research has not been presented before.
- The student has not traveled to another conference to present their work in the current academic year.
- The project must have been completed at either OUWB, OU, and/or Beaumont/Corewell Health/BRI.
- *non-Embark* projects must be registered through the: [OUWB Research Project Registration form](#)
- Students on a leave of absence are not eligible for funding.

**Funding Availability:** Effective academic year 2024/2025, funding will be processed as a financial aid award. Funding per student may not exceed \$1,000 per academic year, maximum one trip per year. Funding will not be accumulated from year to year.

**Information to be submitted for funding approval:** Submit the Medical Student Travel Authorization form, the conference acceptance letter, along with the title, authors and a copy of abstract and/or poster that will be presented at the conference. The mentor or sponsor *must* be affiliated with **OU, OUWB or Beaumont/Corewell Health**.

Embark travel requests should be sent to [embark@oakland.edu](mailto:embark@oakland.edu)

Extra-curricular project travel requests should be sent to [ouwbresearch@oakland.edu](mailto:ouwbresearch@oakland.edu)