

Department of Medicine
Resident Research Presentations at Scientific Meetings
Policy on Financial Support

1. The Department of Medicine strongly supports the academic development of its residents, including the opportunity to conduct research and to present that research at scientific society meetings. To that end, the Department will support, within the limits of its available resources, the required leave time, meeting registration fee and the appropriate travel costs associated with presenting research results, as described below.
2. To provide support to the maximum number of residents in any given year, the Department must limit the total financial support it will provide any one resident to:
 - A. One Department supported trip over the duration of training
 - B. Total costs reimbursed: not to exceed \$1,000
3. In order to minimize the adverse effect of time away from training, the Department will limit the authorized leave time to that required for travel to and from the meeting and to the day of the research presentation. Residents may use vacation leave if they wish to extend this time, as otherwise allowed under Departmental leave policies. The Department will also reimburse only the hotel costs for the number of required days of travel.
4. Procedures:
 - A. Resident will submit request for travel support to Education Office.
Request must include:
 - (1) Meeting name, dates and location; include date and time of research presentation
 - (2) Research abstract
 - (3) Copy of official abstract acceptance notification from sponsoring scientific society.
 - (4) Meeting brochure (paper or electronic)
 - (5) Faculty mentor for research project
 - B. Education Office reviews and notifies resident if approved.
 - C. Resident coordinates travel planning with Education Office staff (Dena Dowhaniuk). In general, Education Office will reimburse resident expenses but may arrange air fare if OHSU fares are competitive.
 - D. Resident coordinates any required coverage with Chief Medical Residents. See Departmental leave policies regarding such coverage.