

UC DAVIS HEALTH SYSTEM: DEPARTMENT OF MEDICAL PATHOLOGY AND
LABORATORY MEDICINE

July 28, 2010

TO: Residents and Fellows
Department of Medical Pathology & Laboratory Medicine

FROM: Lydia Howell, MD
Professor and Acting Chair
Department of Medical Pathology & Laboratory Medicine

RE: Resident/Fellow Research Travel Awards

In order to foster interest in clinical, translational, and basic science research, the Department of Medical Pathology and Laboratory Medicine will provide research travel awards to residents/fellows. The intent of the award is to allow residents/fellows to attend and present their research findings at national conferences. A resident will only be eligible for one travel award per year and the award will not exceed \$1000. Residents may use their individual educational ("book") funds for additional travel expenses.

Requirements:

- Residents/Fellows requesting the travel award must be in good academic standing within the training program and must be first author on the accepted abstract.
- There must be a faculty mentor for the research project.
- Research must be accepted for platform or poster presentation prior to the request.
- The abstract and acceptance letter must be submitted with the application.
- Funding must be requested prior to travel.
- Resident/Fellow must provide detailed itinerary/agenda confirming the travel and presentation dates and time when requesting travel reimbursement.
- Consideration will be given to the requesting resident/fellow's prior travel awards and whether the prior work has resulted in publication.
- Residents/Fellows must be prepared to present their research at the department's annual research retreat.

To request a travel award, submit the following to the Resident/Fellow Program Coordinator: A completed Request For Travel Reimbursement Application (attached) with your faculty mentor's signature, and the required attachments listed above. Once approved the application will be returned to you to resubmit once travel has been completed

Complete packet consists of and must be returned to the Resident/Fellow Program Coordinator before reimbursement process can begin:

- Original submitted signed/approved application.
- Original submitted memo with attachments
- Documented actual expenses with receipts