

## **Policy and Procedures for Student Requests for funding (non SGA) for research or other activities**

It is the intention of LSU New Orleans School of Medicine to support students' participation in research and other educational activities such as attending local, regional, and national conferences to the extent that funding allows. All students are expected to work with faculty mentors/advisors to secure funding from grants or departmental funds as a first step. Before submitting an abstract to a conference, students are expected to have identified funding to support conference attendance. For school supported funding to be considered, all possible other sources of funding must have been explored first.

Priority will be given to students who are:

1. For research conferences: presenting or who are listed as an author on a poster, abstract, oral session, workshop or other scientific activity at the meeting and for which at least some departmental or grant funding has been identified
2. For other conferences of general interest or that are part of the organized medical community (such as the AAMC, AMA, ACP, etc), students must be participating in a session, or an officer in or delegate to an officially recognized group.
3. For all other activities, students must provide justification for how attendance at the event or activity will enhance their education and professional development AND how such participation will be shared with other students (for example presenting a session to other students). NOTE: Funds to support general educational development are severely limited.

**No student may receive school supported funding more than once per academic year.**

To be considered for funding, the student(s) must complete the attached form no later than 4 weeks prior to the requested date for funding to be secured. For example, if there is a registration deadline, the request must be submitted 4 weeks in advance of the registration deadline (not 4 weeks in advance of the date of the event). Forms are to be turned into Ms. Melanie Brown in the Office of Student Affairs.