



January 31, 2007

## UMKC RESIDENT/FELLOW RESEARCH PRESENTATION FUND POLICY

1. All UMKC residents/fellows are eligible to receive funding one time per person per academic year until Research Presentation funds are exhausted.
2. Residents/fellows must be nominated to present an original research project at a significant (as determined by the Department – Program Director or Chair) regional, national or international meeting for the specialty.
3. If a project is presented by two or more authors, the maximum approved amount will be divided between the co-authors.
4. Approved funding is to be used for travel and presentation materials only. The maximum allowable reimbursement is as follows:
  - a. Regional - \$500.00
  - b. National or international - \$750.00
5. Expenditures that exceed the maximum may be reimbursed through the Resident Education Fund, if applicable.
6. The fund request approval and reimbursement will be administered through UMKC Graduate Medical Education Office.
7. Original receipts will be required for all expenses, as per the [University of Missouri – Kansas City Travel Policy No. 8](#) and the GME Travel guidelines defined on the [Reimbursable Resident Education Fund](#) policy.
8. Reimbursement for all approved expenses will be processed after travel is complete. The [Travel-Trip Expense Detail Form](#) with appropriate signatures and required documentation and receipts, must be submitted to the GME Office..
9. **All requests must be approved, in writing, by the GME Office 30 days prior to the presentation date.**
10. Procedure:
  - a. Print the [Request for Funds](#) Form GME 10F.
  - b. Once the application form is completed and appropriate signatures have been obtained, the resident/fellow will forward the form, conference schedule or itinerary, and letter of acceptance to UMKC Graduate Medical Education Office for approval at least 30 days from presentation date.

- c. A Travel-Trip Expense Detail Form must be signed, initialed by resident, and signed by the Program Director where indicated. Submit **all** documentation to the GME Office within 30 days.

**References:**

1. UMKC Resident/Fellow research presentation Fund Policy, 2003.
2. [UMKC School of Medicine Travel Reimbursement Policy No. 8](#)

**Follow-up Responsibility:** Director, Graduate Medical Education Operations.

**Revision Date: January 31, 2010**

\_\_\_\_\_  
RICHARD W. TRULLINGER, Ph.D.  
Director,  
Graduate Medical Education Operations

\_\_\_\_\_  
Date

Approve/Disapprove

\_\_\_\_\_  
JILL MOORMEIER, M.D.  
Associate Dean,  
Graduate Medical Education

\_\_\_\_\_  
Date