

Follow the criteria listed below, using the checklist as a guide. Individual, completed applications should be submitted to Caroline Wolf at caroline.wolf@med.uvm.edu or to **The Office of Medical Student Education, Given Courtyard N100.**

Name:

E-mail

Graduation Year

95 Number

Address:

City, State, Zip

UVM LCOM Preceptor Name & Department

Learning Experience (check applicable boxes)

- Abstract/Poster accepted to meeting
- Abstract/Poster submitted, but not yet accepted
- National Society Meeting
- Travel away, under direct supervision from LCOM Faculty
- Travel away, with remote supervision from LCOM Faculty
- Professional Development Course (applied and accepted)
- Professional Development Course (applied but not yet accepted)
- Other: _____

Name and Location of proposed travel:

***If meeting, please provide link to agenda**

Date of Travel (start)

Date of Return

List all sources and amounts of funding you have available or have applied for to support your travel. Please note whether the resources include a travel stipend (including your preceptor's grant, if applicable).

Itemized budget of proposed travel expense:

Transportation:

Registration fees

Accommodations

Food

Other - Please specify:

Total Budget:

Amount Funded by other Sources:

Total amount Requested from FESO:

Criteria:

Please address application review criteria. The following criteria are used to review, score, and rank proposals. Proposed travel **must**:

- Include a clear and compelling rationale for the proposed travel, written by the student, as part of the application process (1/2 to 1 page in length)
- Include a supervising UVM Larner College of Medicine faculty mentor who will assume both educational and supervisory responsibilities. Applicants **must** have a letter of support from their UVM LCOM faculty mentor explaining their supervisory role and support of the project.
- Must specify the duration, timing, and content of the educational experience.
- For International travel, must give evidence that there is local authority approval for where the experience is being conducted.
- For national meetings must submit the proposed meeting agenda.
- Describe how the educational experience will benefit the student's medical education.
- Describe efforts made to obtain funds from other sources.
- Describe how the educational experience will benefit the Larner College of Medicine in areas of education, research, or service and how it will benefit other students and the LCOM community.
- Applications with an emphasis on scholarly activity in education, research, or service will be given priority.
- Agree to develop/present a brief write up (Blog) of their educational experience for distribution to the Larner College of Medicine community. Please feel free to provide a photo as well.

Checklist for a complete application:

- _____ Application sheet (must include items below)
- _____ Description of proposed learning opportunity
- _____ Explain how this proposed travel fits the application review criteria listed above.
- _____ Link to meeting agenda or other informational materials (if applicable)
- _____ Evidence of local authority approval (when traveling internationally)
- _____ E-mail letter of support from UVM LCOM faculty mentor

If your travel project involves human subject research, please include with your application evidence of IRB research protocol approval:

- _____ name of Institutional Review board
- _____ PI
- _____ PI contact e-mail/phone
- _____ date of approval
- _____ study protocol title
- _____ approved study protocol number

Please submit all items [electronically](#) as a packet. **Incomplete applications will not be considered.**