Diversity Support Council Committee: Travel Allowance for UICOM Medical Students
University of Illinois College of Medicine (UICOM) Diversity Support Council Committee Collaboration Fund Project. These Awards will be sponsored in Part from Funds from The Blue Cross Blue Shield of Illinois, Health Equity Pilot Program (BCBSIL - HEPP)

Overview: The Diversity Support Council Committee is pleased to announce a travel allowance for our UICOM medical students. The purpose of these student awards is to promote cross-cultural understanding and increase awareness of diversity and inclusion and health inequities for our medical students.

Award: These awards aid medical students for eligible expenses to attend conferences, meetings, career fairs or by doing contributory work (e.g., participating in away rotations to serve are under-served areas). 
**The College of Medicine will process and pay for the eligible travel expense up to the maximum designated amount for the type of award. Please allow substantial time when submitting this request for travel expense due to administrative time constraints. Do not forget to fill the budget request from and students are NOT able to be reimbursed for any expenses!** Also, all submissions of travel awards need at least 30 days to provide time to make travel arrangements

Eligible experiences:
*(All transactions need to be purchased by COM – no reimbursement to students is permitted)*
- Presenting or attending conferences or meetings (airfare or registration fees)
- Travel for away rotations (airfare)
- Residency Career Fairs (airfare or registration fees)

Who qualifies for a travel grant?

Applicants must:
- Be currently enrolled, degree-seeking medical students at UICOM
- **Submission time of at least 30 days** to provide time to make travel arrangements
- Students should be in good academic standing and student affairs dean or designee will need to sign off with Student Request Form from OSA.
- Apply during the appropriate funding cycle and complete travel during the appropriate travel dates. Provide proof of eligible expenses during the travel dates in the award letter.
- Students will need to provide a write up (summary and documentation) with the knowledge gained from this opportunity (e.g., essay, photos, video, and evaluation).

Travel Deadlines: You may ONLY submit applications during the semester you are traveling and make sure to submit application in a timely manner. Due to COVID UICOM students will need to follow the guidelines of the College of Medicine. Be sure to check for in-state or out of state travel restrictions!
- Fall Semester (Sept – Nov), Spring Semester (Jan-Dec), Summer Semester (May-Aug)
How do you apply?

**Eligibility Criteria:** The following criteria must be applicable at time of application and maintained during the duration of the award. ***Applicants must complete a short essay and budget justification***

- Applicants must address these questions within the essay:
  a. What have you done to promote the interests of diversity, health disparities and other affinity groups?
  b. How will you work to promote the importance of diversity/inclusion and health equity?
  c. How will this award work to promote diversity, equity, and inclusion an impact your medical career?
  d. Budget Justification: Please limit the amount at the maximum for your request type which are listed below. If you are unsure what your eligible expenses will be for future travel, please enter the maximum for your request type.

**Choose the correct request type:**

**Conference Presenter ($350) subject to change based on approval from the committee**

- Presentations of research, scholarly work, or poster at meetings at national or international scientific scholarly societies that addresses diversity and health disparities
- There can be only ONE conference presenter per abstract/poster
- Diversity Support Council Committee deserves the right to deny any travel reimbursement applications if after repeated attempts we are unable to contact the organization and verify the legitimacy of the email
- Applicants engaging in influential work must include addressing diversity and health equities and bridging gaps with underserved communities
- If you are a Conference Presenter, you must attach the abstract and letter or email stating acceptance. This letter should have your name and the dates of the conference
- Diversity Support Council Committee will accept grant applications on a provisional basis for students awaiting abstract acceptance. Students must still submit the letter of acceptance and application within the semester time frame.

**Away Rotation Attendee ($300) subject to change based on approval from the committee**

- Applications participating in an away rotation
- Applicants engaging in influential work must include addressing diversity and health equities and disparities with underserved communities
- If you are applying for an Away Rotation, you must also attach a letter or email stating that you are participating in a school sponsored away rotation. This letter should come from the away rotation site or your college and should have your name and the dates of the rotation

**Conference Representatives or Career Fairs ($250) subject to change based on approval from the committee**

- Student represented selected or appointed by their organizations to attend a regional, national, or international conference or meeting.
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- Applicants who attend a conference or meeting representing a regional, national, or international board positions.
- Applicants engaging in influential work must include addressing diversity and health equities and bridging gaps with underserved communities.

**Conference Attendee ($200) subject to change based on approval from the committee**

- Applicants attending a conference for educational, networking, or leadership purposes.
- Applicants engaging in influential work must include addressing diversity and health equities and bridging gaps with underserved communities.

**When will I hear back?**

The Diversity Support Council Committee will review your application, and that email their decisions within a month timeframe, sometimes they will require further information, so check your email periodically regarding your application. If funded, you will receive an email with the dates to submit your receipts to the assigned office that will assist with funding transactions.

**Complete Application Information**

Please do not submit application pieces separately, everything should be in one packet. Also please don’t forget that submission time of at least 30 days to provide time to make travel arrangements! It is your responsibility to ensure your application is turned in advance notice before any travel, students will not be able to receive any reimbursements. **Application Materials:** This form should be the first item of your application materials. It also lists the application components which will help to keep you organized.

1. **Applicants Application and Short Essay:** (Please be as specific as possible!).
2. **Itemized Budget Justification:** (Include all expected costs requesting award; if possible, price quotes from specific conference category.
3. **Current Curriculum (CV or Resume)**
4. **Proof (documentation needed regarding purpose of travel)**

**Medical Student Travel Award Application Information**

Please print legibly or type

Name: ____________________________

Last Name: ____________________________
First Name: ____________________________
Middle Initial: ____________________________

Address: ____________________________

UIC Email address and alternate Email address: ____________________________

Preferred telephone contact number(s): ____________________________

Please submit all required application documents to: Travel Box Folder link

- When submitting your application, please include all sections as one document, in the following order: 1. Applicant Information/Short Essay, 2. Budget, 3. CV, 4. Proof of travel (documentation is needed)
- For any questions, please email pnhern@uic.edu