

Medical Student Travel Authorization Form

INSTRUCTIONS:

1. Read the **Student Travel Policy** (page 2) prior to completing and submitting this form.
2. Complete Section 1
3. Include a copy of the letter of acceptance for the conference and a copy of the paper/poster/abstract
4. Submit request form and all supporting documents at least 2 weeks in advance
 - send requests related to Embark projects to: embark@oakland.edu
 - send Non-Embark project requests to: ouwbresearch@oakland.edu
 - **Non-Embark Projects must also be registered at: [OUWB Research Project Registration form](#)

Section 1 – Student Information

Student's Name	G#	Class of	Date Request Submitted
Mailing Address including city, state, zip code			
Phone #	Email address	Podium presentation	Poster
Conference Name		Conference Location	
Purpose of Travel		Mentor's Name - required	
Departure Date	Return Date	Embark	Non-Embark
Expense Item:		Estimated Cost:	
Registration:	\$		
Transportation:	\$		
Lodging:	\$		
Miscellaneous:	\$		
Total:	\$	Total Reimbursement Limited to \$1,000	
I acknowledge that all co-authors have reviewed and approved my submission.			
Student Signature Required:		Date:	
Route form and supporting documents Embark Coordinator or Research Coordinator			

Section 2 – Administration & Financial Aid Approvals

Associate Dean for Research or Director of Research Training	Date
OUWB Director of Business Operations	Date
Financial Services	Date

Student Travel Policy

Financial Support for Medical Student Travel for Scholarly Activities

OUWB students are encouraged to present their research at conferences. Students who are accepted to present at conferences within the continental U.S. are eligible to receive up to \$1,000 per academic year to offset travel costs.

The following expectations must be met before requesting funding.

Criteria: To be considered for funding the following MUST be met:

- The conference must take place in the continental United States.
- The research being presented must have been conducted while enrolled at OUWB.
- For non-Embark projects, students should identify a mentor or co-mentor from either OUWB and/or Corewell *prior* to engaging in any research-related activities.
- The student must be listed as first-author/presenting author on paper/poster/abstract. Only one student per abstract may receive funding support.
- The student has the appropriate compliance committee approval for the project (e.g., IRB approval or has submitted a non-human subjects research determination form through Oakland University IRB).
- The research has not been presented before.
- The student has not traveled to another conference to present their work in the current academic year.
- The project must have been completed at either OUWB, OU, and/or Beaumont/Corewell Health/BRI.
- *non*-Embark projects must be registered through the: [OUWB Research Project Registration form](#)
- Students on a leave of absence are not eligible for funding.
- ~~OUWB students are not eligible for funding if they are not registered and mileage.~~

Funding Availability: Effective academic year 2025/26, funding will be processed as a financial aid award. Funding per student may not exceed \$1,000 per academic year, maximum one trip per year. Funding will not be accumulated from year to year.

Information to be submitted for funding approval:

- Submit the Medical Student Travel Authorization form, the conference acceptance letter, along with the title, authors and a copy of abstract and/or poster that will be presented at the conference. The mentor or sponsor *must* be affiliated with OUWB or Corewell Health.
- Embark travel requests should be sent to embark@oakland.edu.
- Extra-curricular project travel requests should be sent to ouwbresearch@oakland.edu.

****The OUWB Office of Research reserves the right to adjust funding amounts based on location and/or duration of conference.**