

Title: Medical Student Research Travel Policy

Purpose: Joan C. Edwards School of Medicine encourages medical students to travel to medical conferences within the United States to present research.

Process

Prior to any travel arrangements and/or travel approval:

1. Student must meet with research mentor/department chair to discuss funding of travel BEFORE submitting abstract to research conference.
2. Once submission is approved as per (1), the student must obtain formal (usually an e-mail) acceptance from the conference and provide that to the mentor/department chair.
3. The student must obtain formal notification (e-mail) from department chair stating that the department will pay for the cost of the conference including registration, travel, accommodation, and per diem expenses (food and incidentals). If such funding is unavailable, voluntary participation will be at the discretion and expense of the student (see also item #10 below)
4. VOLUNTARY attendance at a conference is NOT an excused absence from academic or clinical responsibilities. Student must provide documentation of approval of absence from block leader or clerkship to BOTH the Office of Student Affairs and the department chair approving research travel.

Policy

Students must meet the following requirements for eligibility:

1. The student must currently be enrolled in the MD or MD/PhD program.
2. The student must be in good academic and professionalism standing per CSP
3. The research must have complied with all federal, state, local and institutional laws, regulations, and guidelines.
4. The student must be listed as a primary presenting author (first author) of the research, and Joan C. Edwards School of Medicine at Marshall University must be cited in the presentation as the student's sponsoring institution.
5. The student's mentor or other faculty member must attend the conference.
6. It is the responsibility of the mentor/department to pay for any fees associated with submitting of abstracts.

7. The student's name must be listed in the program of the conference or meeting. The faculty member(s) and department who are presenting with the student must also be listed.
8. The accepted work must be related to work the student began while enrolled in the MD, MD/PhD Program at the Joan C. Edwards School of Medicine.
9. Students must attempt to secure conference funding support for the proposed conference presentation through outside scholarships, grants, or stipends.
10. All research travel expenses must be paid for by the department in which the student performed the research. The student does have the option to self-pay if funding is not available.
11. The department will arrange travel for the student. **ALL travel must be pre-approved and arranged through Marshall University Travel Office unless the student is self-paying for travel.** The Office of Student Affairs will NOT arrange travel.
12. No more than 1 student will be approved for the same presentation at the same conference.
13. Travel requests received less than 60 days from travel cannot be guaranteed.
14. Each department may have additional student travel research policies.

All travel is based upon approval only and is subject to available funding and state travel guidelines. Students must work closely with the department administrator to ensure that all state guidelines are covered and handled per policy.

Revised: KLD 8/4/2025

Approved: DG 8/26/26