

FELLOW AND NON-FELLOW EDUCATION TRAVEL GRANT POLICY

Purpose of Award

The Education Committee supports staff and fellow presentation at and/or attendance for learning at educational/research conferences that benefit Children's mission to be a knowledge driven organization. The committee will award conference attendance grants to assist with the registration and travel costs.

Maximum award

\$1500.00 (This figure is subject to annual review. The number of awards per year is contingent on available funds).

Recipient Eligibility

1. Employee of Children's involved in direct patient care (excluding employed physicians) for a minimum of six (6) months.
2. Any post-doctoral (M.D., M.D./PhD, PhD) or doctoral level fellow providing clinical care and/or research at Children's Minnesota for at least six (6) months in the current academic or calendar year. This includes medical, as well as surgical subspecialists and psychology fellows.

Award Cycles

Four (4) cycles per year: January 1- March 31; April 1 - June 30; July 1 – September 30 and October 1 – December 31. Any remaining funds from a previous cycle will roll into the next cycle period.

Fellow track: Two (2) awards per year

Non-fellow track: Awards granted per funding available.

Scoring

Applications will be reviewed by the committee and given a score based on a rubric scoring system consisting of:

1. First time request
2. Presentation type; priority given to presenters: poster or platform
3. Alignment with Children's mission and strategic priorities
4. Applicability to practice

Timing of Application

The Education Committee must receive the completed application at least two (2) months prior to the date of the conference.

Application Requirements

1. Applicants name, title and relationship to Children's (include date and location of clinical involvement at Children's).
2. Explanation of what the applicant hopes to gain from the conference. Provide detailed information about how this specific conference will enhance your ability to provide care in your area of subspecialty interest and/or enhance your educational goals.
3. Explanation of how attendance relates to Children's mission and strategic priorities.
4. **Copy** of current Curriculum Vitae (C.V.) – fellow only
5. Documentation of approval of conference attendance from fellowship director or department manager.
6. Detail of anticipated expenses. (Acceptable expenses include: conference registration, air travel, ground transportation, lodging and meals)
7. Description of additional/alternate sources of funding (if any).

Application Restrictions

1. Individual can only receive funds for one (1) conference every three (3) years.
2. Maximum of one (1) award per conference.
3. Individual must comply with Children's reimbursement policy.
4. Individual must comply with Children's brand standards and identity policies, when giving a presentation. (<https://starnet.childrenshc.org/references/policy/800/819.00-endorsements-and-the-use-of-children-scorporate-identity.pdf>).
5. Certificate programs/competency courses are not eligible.

*Children's Policy #1404.09 Reimbursement: Travel/Business will be followed.

Requirement Following Conference Attendance

1. Submit grant close out form:
 - a. Provide receipts for all reimbursable expenses.
 - b. Complete a **Travel and Business Expense Report** form
 - c. Submit five (5) slides or a one (1) page summary that outlines the cutting-edge concepts, skills or new knowledge gained or presented. Slides or summary must be submitted within sixty (60) days of conference attendance with your manager/approver of conference application copied on the email correspondence.

Approved : 01-12-18