

# PEC

# EDUCATION TRAVEL GRANT POLICY

## **Purpose of Award**

The PEC supports poster presentations and podium presentations of staff at educational conferences that benefit Children's mission to be a knowledge driven organization. The committee has designated a onetime allotment in the amount of \$20,000 to be used to support these efforts. The Education and Research committee will grant the awards.

## **Maximum Award**

\$2000.00 per author until fund is depleted. There are no minimum or maximum yearly awards.

## **Recipient Eligibility**

1. Employee of Children's for a minimum of six months:
  - a. Member of Children's professional staff involved in direct patient care and/or
  - b. PhD's supporting patient care research
2. Resident whose research was completed at Children's
3. Priority will be given to those presenting their first poster and/or podium presentation
4. Must be listed as first author on the abstract/poster

## **Timing of Application**

The Education and Research Committee must receive the completed application within (2) months of the date of notification of acceptance to present.

## **Application Requirements**

1. Applicants name, title and relationship to Children's (include date and location of clinical/research involvement at Children's).
2. Name of conference, location and date
3. Explanation of how poster/podium presentation contributes to Children's mission / strategic priorities.
4. Detail of anticipated expenses.
5. Description of additional/alternate sources of funding, if any with amount.

## **Application Restrictions**

1. An applicant can only receive an award once. Reapplications are allowable following unsuccessful submissions.
2. Presentation must be within the 48 continuous states
3. Money requested is for funds that will go toward:
  - conference registration

- travel (air and ground)
- lodging
- meals (alcohol is excluded).

Reimbursement will be in accordance with current Children's Hospitals and Clinics of Minnesota policy.\*

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

**Requirements Following Conference Attendance**

1. Provide receipts for all reimbursable expenses.
2. Complete a ***Travel and Business Expense Report*** form
3. Send a brief summary to both the Education and Research and PEC Committees providing feedback on the value of the conference attended.
4. Give presentation at Children's Annual poster day.

Approval: December 2016