



Dear Student:

Congratulations on having your research accepted for a conference presentation. We have funds available to assist with the costs of poster printing and conference attendance.

To assist with expenses of conference attendance, Student Research will cover 50% of total costs for transportation, lodging and registration up to a maximum reimbursement of \$500. For example, if your total costs are \$400, we will cover \$200; if \$1000, we will cover \$500, if >\$1000, we will cover \$500.

You may also want to approach your mentor to see whether they or their department can also help with expenses. If you are attending more than one conference, Student Research will cover one of them (see guidelines below).

Review guidelines below to ensure eligibility. All required items must be submitted before we can dispense funds. Please complete this form and submit along with your expense receipts and accepted abstract to studentresearchatps@cumc.columbia.edu

Congratulations again on being selected to present your research, I hope you enjoy your experience!

Anil K. Lalwani, MD

VP&S Associate Dean for Student Research

Professor and Vice Chair for Research
Co-Director, Columbia Cochlear Implant Center
Department of Otolaryngology—Head & Neck Surgery
Columbia Vagelos College of Physicians and Surgeons

Student Research (SR) Application Guidelines

Conference fees request (Complete Conference Funding Application below)

- Fourth year students completing the SPP: \$500 SPP stipend must be exhausted before applying for Student Research Funds
- Request must be the most cost-effective method of expense (i.e., travel, accommodations, etc.)
- SR funds will cover expenses of only one conference per academic year
- If attending a conference, SR funds will cover no more than 3 nights
- Only public transportation will be covered (ride-shares are not covered)

Poster fee request (Complete Poster Funding Application below)

- If your abstract is accepted and you will present your poster in-person, we can contribute up to \$55.00 toward the cost of poster printing. You may use the VP&S preferred vendor Makesigns.com. The total cost to print a 36x48 poster + shipping is approximately \$55 using promo code: COLUMBIAPS which will apply a 10% discount
 - Link: http://www.makesigns.com/SciPosters_Home.aspx?pc=
- Alternate printing methods may be used; however, you will only be eligible for a max of \$55 reimbursement

Instruction Sheet

Conference Funding Application for VP&S student to present research

Name: → First and Last name

Date: → Current Date

VP&S Class: → Anticipated year of graduation

UNI: → Columbia UNI

Conference Information

Conference title: → Title of conference

Conference location: → Location of conference

Date of your presentation: → Date you are scheduled to present your work

Do you have permission from course director to be absent from class/clerkship/elective? Yes ☐ No ☐ ← Response required

Presentation Information

Title of Presentation: → Your presentation title

Additional space for presentation title, if needed

Type of presentation (check one): Oral ☐ Poster ☐ ← Response required

Author: → Author information

Mentor(s): → Your mentor(s) name and UNI or Email

Department(s): → Your mentor's department

Expenses:

Transportation: → Total amount of transportation

Registration: → Total amount of registration

Lodging: → Total amount of lodging

Lab/Department contribution: → Total amount provided by mentor(s)

Total Amount Requesting: Amount requesting should be 5 of total expenses

Please attach your abstract for your presentation, expense receipts, and return completed form to studentresearchatps@cumc.columbia.edu

Conference Funding Application for VP&S student to present research

Name: _____

Date: _____

VP&S Class: _____

UNI: _____

Conference Information

Conference title: _____

Conference location: _____

Date of your presentation: _____

Do you have permission from course director to be absent from class/clerkship/elective? Yes ☐ No ☐

Presentation Information

Title of Presentation: _____

Type of presentation (check one): Oral ☐ Poster ☐

Author: _____

Mentor(s): _____

Department(s): _____

Expenses:

Transportation: _____

Registration: _____

Lodging: _____

Lab/Department contribution: _____

Total Amount Requesting: _____

Please attach your abstract for your presentation, expense receipts, and return completed form to studentresearchatps@cumc.columbia.edu

Poster Funding Application for VP&S student to present research

Name: _____ **Date:** _____

VP&S Class: _____ **UNI:** _____

Conference Information

Conference title: _____

Conference location: _____

Date of your presentation: _____

Do you have permission from course director to be absent from class/clerkship/elective? Yes ☐ No ☐

Presentation Information

Title of Presentation: _____

Author: _____

Mentor(s): _____

Department(s): _____

Please attach your abstract for your presentation, expense receipts, and return completed form to studentresearchatps@cumc.columbia.edu