

Medical Council Guidelines & Information for Conference Funding

***To be updated regularly by Med Council based on budget, inflation, etc.*

Before applying for funding from the Medical Council, you must explore other funding sources, including the Alumni Association (details included below) and University Council. This funding only applies to regional or national conferences.

Funding for Conferences: Part of Tier A, as outlined in our [Budget guidelines.docx](#)

All medical students accepted to present research or scholarly work conducted while a College of Medicine student at SUNY Downstate can request funding from the Medical Council for conferences at which they have already been accepted. Only one lead presenter can request funding for a poster presentation while multiple workshop or panel participants can request funding for a joint accepted proposal.

- To submit a conference funding request, fill out this form: [Independent Student Project.docx](#) with your name, the name of the event, date, location, and name of the paper/abstract/session. Email this completed form and any supporting documentation to dsmedcouncil@downstate.edu with the current Medical Council Secretary and Treasurer CC'd before the deadline for budget requests for the next monthly Medical Council Meeting, which you must also physically attend to present your request.
- Individuals must forward an acceptance email, link to a conference website including their abstract or session description, bring a pamphlet, or provide another form of proof from the conference detailing their presentation. We do not require a cover letter, faculty support letter, or any other documentation, although these items are needed for the Alumni Association application.
- Individuals must bring a copy or email a copy of their poster/PowerPoint for their budget request meeting. If the poster/PowerPoint is not ready, the individual must send their poster/PowerPoint to Medical Council before their reimbursement will be released. *All posters, presentations and/or presenter references must include the Downstate logo and/or name.*

Individuals must apply to the Alumni Association for funding if eligible before submitting a request to Medical Council and, if applicable, University Council (all necessary information is included below). If you have received \$1,000 from the Alumni Association for a conference, you cannot request funds from Medical Council for that same conference.

- Please do not come to medical council to request funding prior to contacting and hearing back from the Alumni Association, unless you have exceeded their \$1000 limit already for the academic year.
Exceptions will be made on a case-by-case basis when there are extenuating circumstances, and a conference or related expenses are not far enough away to receive

funding from the Alumni Association or to wait to hear back from them regarding a request.

- Medical Council will only fund conferences for which the Alumni Association does not give the complete \$1000 to provide a maximum of \$1000 total per student per conference and cover one night of lodging between the two organizations.
- Registration fees and other conference expenses will be covered only if denied by the Alumni Association and we do not cover registration for additional special events beyond the cost of conference entry.
- Students are also strongly encouraged to pursue other avenues of funding before applying for funding through Medical Council such as conference scholarships. Students must provide information about availability of and application for any outside funding to be presented with their budget request.
For example, they should know whether the department or lab they worked with has any funding available or whether there are any student scholarships available through the conference they are accepted to attend.

Individuals are strongly encouraged to present their budget proposal at the next available Medical Council meeting following their conference acceptance and a response from the Alumni Association, if applicable.

- There is no guarantee that Medical Council will fund a conference if the budget is presented after the conference or after any conference-related expenses are already paid for prior to a request being made.

Medical Council can fund registration fees, lodging, transportation, and poster printing, which can be completed through Downstate (information included below). We do not cover any food or entertainment-related expenses.

- Medical Council will fund lodging the night before or the night of the presentation if not covered by the Alumni Association or other funding sources.
- Students requesting funding must research affordable housing and transportation options and share rooms with classmates or other peers attending the same conference if possible. This means looking into more reasonable alternatives to the official Conference Hotel when available.
- Medical Council will not cover the cost of taxis or ride services unless there is no convenient public transportation available in the area.

- **Poster printing** can be done through Downstate's own New Media Services, under the Office of Communications & Marketing. Pricing and additional information is available at the below link and their office can also be contacted via email at frank.fasano@downstate.edu or via phone at 718-270-7550.

Visit <https://www.downstate.edu/news-events/communications-marketing/new-media-services/faq.html>

Each student in COM is eligible to receive a total of \$1000 from MC between when they start as a student at Downstate and when they graduate:

- For regional/local conference: up to \$500
- For national/international conference: up to \$1000 total

There will be considerations exceeding the guideline limits on a case-by-case basis.

Please note that funds are limited, and the Council aims to ensure as many students as possible can present their work. Medical Council will review all applications in a timely manner with the goal of equitably distributing funds amongst the medical students who apply.

WHEN SHOULD YOU REQUEST FUNDING FROM UC AS WELL AS MC?

If your research has any applicability outside of medicine, we ask that you divide your request between the University Council and Medical Council, with a $\frac{1}{4}$ and $\frac{3}{4}$ split, respectively (Ex: If you're total request is for 400 dollars you would request \$100 from UC and \$300 from MC). If you are not sure whether your research qualifies for UC funding, please check via email by contacting universitycouncil@downstate.edu.

INFORMATION ON ELIGIBILITY AND HOW TO APPLY FOR FUNDING FROM THE ALUMNI ASSOCIATION

All associated forms available here: [Conference Funding Resources](#)

The Alumni Association has committed to supporting student scholarship and will consider funding requests for conference attendance on a case-by-case basis based on available funds at any given time as well as merit. They have a separate form for student requests and review them during their internal monthly meetings before getting back to students. They aim to prioritize requests from students who have not already received funding during a given academic year before considering additional requests from students who have already received funding for a recent conference, but you are eligible to apply again each semester for funding. If they decline to fund all or part of your request or you have already received funding for an earlier conference in a given semester from the Alumni Association, you can then come to the Medical Council to cover any remaining expenses that meet our guidelines. More detailed instructions and required paperwork is included below.

STUDENT TRAVEL GRANT: To apply for a Student Travel Grant from the Alumni Association, you must submit the Financial Support Application along with the Travel Waiver and a blank W9. All three (3) of these documents need to be submitted along with additional backup documentation when applying for a Student Travel Grant, outlined below. Students are eligible at least once an academic year. A second application may be submitted during the following semester and based on available funding could be approved.

1. A completed Financial Support Application, Travel Waiver, W9 (first page only).
2. A cover letter addressed to the Alumni Association, signed by the student. The cover letter must include the student's name, name of meeting, date, location, and name of the paper/abstract.
3. A faculty letter of support: The letter of support should be from a SUNY Downstate faculty member who actually mentored the project, or who is in an appropriate specialty to comment on the validity and potential impact of the research. This can be sent directly by the faculty member to the alumni@downstate.edu email, or the student applying can submit it on behalf of the faculty member.
4. An Abstract of original research that will be presented must be included with all applications.
5. A copy of the acceptance email/letter from the conference that the student has been selected to present at will be sufficient.
6. An itemized budget: The budget needs to be the best estimate possible. The Association prefers an excel chart, listing out each line item (airfare, hotel, food, ground transportation, registration fee... etc.) Include screenshots of where you found the pricing. For example, Expedia or the hotel website.
7. The Student Travel Grants award up to \$1,000. If a request is over the maximum possible award the student will be responsible for covering the overage cost. All students are encouraged to still apply, regardless of the total amount of funding needed.
8. A list of other support the student is seeking or has secured should be included.
9. The association only covers the cost of one (1) night at a hotel. If a trip requires more than a one-night stay, the student will also have to secure another source of funding. Depending on the event, the Medical Council may be willing to support this additional expense, but you will have to submit a separate application to them once we have gotten back to you.
10. Applications are due one month before the date of the conference or within five business days of acceptance.
11. All applications need each piece listed above to be considered complete before review.
12. All receipts must be submitted via email to alumni@downstate.edu, after the conference is completed. Reimbursement checks typically take 3-4 weeks to be cut after receiving the receipts.

Please note: the research work and presentation must be supervised by a sponsor on the Downstate faculty, or a comparable biomedical institution. The work must be accepted for a

poster or platform presentation at the meeting and abstracted in the journal or other proceeding of the sponsoring organization.

After a full application is submitted to the alumni@downstate.edu email, it gets reviewed, and an answer is sent via email. Please contact the Alumni Association at 718-270-2075 or stop by the office, Room BSB 1-6 with any questions.

There are a few additional opportunities for funding for COM students that come out of the Alumni Association:

- **ALUMNI SUMMER RESEARCH GRANT:** Eligibility Students must be in good academic standing, with no make-up work or exams during the project period. Each student can submit a single application for a fellowship. All faculty members with academic ranks of assistant professor or greater at SUNY Downstate are eligible to serve as research sponsors. Each faculty member can sponsor one or two students for fellowships, which should ordinarily be on different projects. Under special circumstances as specified by the sponsor(s), two students may collaborate on a single large project.
 - Alumni Fund summer research grants for full-time research will be available for the summer of 2023. The awards will provide a stipend for a medical student who will have completed one year of matriculation by June 1, 2023.
 - Please visit your Blackboard site for SUNY Downstate for complete information and requirements. The program is listed under “Alumni Summer Fellowships.”
- **FULL YEAR RESEARCH SCHOLARSHIP:** This scholarship provides \$36,000 for a student(s) to conduct full-time research for one academic year.
 - Priority is given to projects that are planned to occur at SUNY-Downstate or an affiliate, but all applications will be carefully reviewed.
 - Applications for the Alumni Fund Research Grant need to include the following:
 - Completed application form – See Attached
 - Original copy of a transcript of medical school record
 - Description of research project
 - Letter from the research sponsor endorsing the proposed study and offering to support the research project, and a letter from the faculty advisor, if applicable, about the research project.
 - The research sponsor is the laboratory director where the project will be done. That may be the same person as the faculty advisor. However, for off-campus projects at another university or research center, a SUNY Downstate faculty advisor is also required.
 - A report to the Alumni Fund, including copies of publications, is to be made mid-year, and at the conclusion of the scholarship year.