University of South Carolina School of Medicine Columbia

Instrumentation Resource Facility

Travel Grant Guideline and Application Packet

As a shared resource facility, the IRF faculty and staff prioritize innovation, collaboration, and the discovery of new methods to advance scientific understanding. With this commitment, we are pleased to offer the IRF Travel Grant, generously supported by the Robert L. Price Instrumentation Resource Facility Endowment Fund benefactors. This grant is available to master's and PhD students working in School of Medicine Columbia laboratories who are presenting their research at conferences through poster or platform sessions. Eligible students must be the first or sole author and present data derived from the use of high-end IRF equipment, such as the ThermoFisher QuantStudio Absolute Q Digital PCR, Leica Stellaris 5, JEOL TEM or SEM, BD FACSDiscover S8, and others.

The travel grant awards up to $1,000, which can be used for registration fees, lodging, airfare, and mileage (if driving). A total of 10 IRF travel grants will be awarded per fiscal year, with 5 grants available each cycle (July 1st-December 31st and January 1st-June 30th). See below for more information. If you have any questions, contact IRF Director Austin Worden at austin.worden@uscmed.sc.edu.

Eligibility:

You must…

- be enrolled as a 2nd year Masters or 2nd+ year PhD student in SOMC lab at the time of the conference.
- be presenting a poster or platform talk at a conference or meeting of regional or national standing.
- be the first or sole author of the work.
- showcase data resulting from the use of high-end IRF equipment such as the ThermoFisher QuantStudio Absolute Q Digital PCR, Leica Stellaris 5, JEOL TEM or SEM, BD FACSDiscover S8, etc.
    - Note: use of multiple IRF instruments is highly encouraged.
- submit an application PRIOR TO the intended meeting that consists of your:
    - abstract
    - confirmation of acceptance
    - completed "IRF Travel Grant Application Worksheet"
    - signed attestation page
    - See "Application Process"
- acknowledge the IRF by placing the IRF subunit logo on the poster or presentation as well as add the appropriate prefabricated sentence (found on our website) in the acknowledgement section.
    - https://sc.edu/study/colleges_schools/medicine/research/research_facilities/instrumentation_resource_facility/acknowledgement_guide/index.php

Travel Grants Cannot Be Used For:

- Local conferences/meetings within the state of South Carolina
- Field or Library Research
- Retreats
- Travel Already Started or Completed
- Professional Memberships

Travel Grants Can Be Used For:

- Registration Fees
- Lodging
- Airfare
- Mileage, if driving to a conference, paid at the current approved USC rate

How often can I receive a travel grant?

- SOMC laboratories may receive no more than one travel grant in any fiscal year (July 1 – June 30).
- Students may receive no more than 2 IRF travel grants in their entire BMSC academic career.

Awards

- A total of 10 IRF travel grants will be available per fiscal year, 5 per award cycle.
- Up to $1000 can be awarded for travel costs.
- Award cycles will be from July 1st-December 31st and January 1st-June 30th.
- Application deadline: rolling.

Application Process

You must complete your application prior to traveling.

0. Have your abstract accepted to a conference or meeting.

1. Email a copy of your abstract, acceptance letter, and application worksheet (below) to Dr. Austin Worden at Austin.Worden@uscmed.sc.edu.
    a. Please type the following into your email subject line: “IRF TRAVEL GRANT” and then the year.

2. Applicants will be notified with approval status and award amount upon committee decision.

3. Travel to Conference!

4. Submit travel receipts (airfare receipt, lodging receipt, proof of mileage, etc) to Dr. Worden for reimbursement using the email subject “IRF TRAVEL COMPLETED”.
    a. Please submit receipts within 30 days of completing your travel.

IRF Travel Grant Application Worksheet

Review Criteria

The IRF Travel Grant review committee will base award decisions on the following criteria.

- Has the applicant received the IRF Travel Grant previously (first time applicants will receive priority)
- What type of IRF equipment was used.
- Equipment justification demonstrating the role of the IRF in the importance of the applicant's research.

Questionnaire. Please fill out the following table with accurate information and travel rates.

Name	
Email	
Department/PI	
Expected Graduation	
Have you received an IRF Travel grant previously? (Y/N)	
Conference Name	
Conference Location (address)	
Start Date of Requested Travel	
End Date of Requested Travel	
Meeting Type (Regional/National)	
Estimated Travel Expenses (registration, lodging, airefare)	
Mileage from SOMC to Conference (if driving)	

Statement of Equipment Justification.

Please provide an explanation detailing (1) the IRF equipment you used, (2) how this equipment was utilized in your data collection, and (3) the importance of IRF equipment to your research.

Attestation

I do hereby attest that this information is true, accurate and complete to the best of my knowledge, and I understand that any falsification of facts may force me to repay the awarded travel grant and face restricted access to the Instrumentation Resource Facility.

Applicant Signature	Date
Applicant's PI Signature	Date