



Global Health Equity Pathway: Applications for supplemental funding

DGSOM's Global Health Program (GHP) values the experience students gain from pursuing longitudinal scholarly work. GHP offers funding to help Global Health Pathway students to offset expenses associated with research (costs of software to complete quantitative or qualitative data analyses), costs of publication, or costs of conference attendance. Funding is up to \$1,000 per student per year enrolled in the Pathway. Note that funding is limited, and applications are accepted on a rolling basis throughout the academic year. Students must be meeting Pathway requirements, including timely submission of quarterly reports, to qualify for funding. Please submit **ONE** of the applications below, and email GHP Program Coordinator, Rachel Abbott (REAbbott@mednet.ucla.edu) with any questions.

Conference (domestic or international) funding requirements: (application on page 3)

This funding of up to \$1,000 is available if the student's primary mentor cannot support funding from other sources (e.g., grant), and can be awarded in addition to DGSOM's [Student Affairs Office](#) conference funding (up to \$600).

- You must have an accepted conference abstract (oral or poster) and be the primary presenter of the work.
- You must request a brief email or letter from your mentor describing your contributions to the scholarly work and confirming that he/she does not have enough funds available to support your attendance (or, if he/she does, how much funding can be provided).
- Please ask DGSOM's [Research Advisor, Medical Student Research & Scholarship](#) to email [Rachel Abbott](#) confirming that you have already received (or will be receiving) funding from the Student Affairs Office.

Publication funding requirements: (application on page 4)

Similarly, the max amount that a student may apply for/receive to offset publication fees is \$1,000.

- You must have an original research manuscript that has undergone peer review and been accepted for publication. You must be first or second author to qualify for this funding.
- Your manuscript must be relating to a global or "local-global" health topic (e.g., relating to care in an underserved setting, addressing health disparities).
 - If you are unsure about whether your manuscript qualifies, please email [Rachel Abbott](#).
- You must request a brief email from your mentor (send to [Rachel Abbott](#)) describing your contributions to the scholarly work and confirming that he/she does not have enough funds available to support the entirety of your publication fees.

Software funding requirements: (application on page 5)

Similarly, the max amount that a student may apply for/receive to offset the cost of purchasing a software license for research purposes (e.g., STATA, NVivo) is \$1,000.

- You must be working on an ongoing, mentored global or "local-global" research project (e.g., relating to care in an underserved setting, addressing health disparities).
 - If you are unsure about whether your manuscript qualifies, please email [Rachel Abbott](#).
- You must request a brief email or letter from your mentor (send to [Rachel Abbott](#)) describing your contributions to the scholarly work and confirming that he/she does not have enough funds available to support the entirety of your software fees.



Reimbursement guidelines

For conference funding, this is approved on a cost-reimbursement basis, with the exception of airfare (see below). This means you will be approved for reimbursement **after** travel has been completed, and will need to submit original receipts and documentation as per UCLA policy. Funding cannot be provided in advance of travel or before costs are incurred. For students with financial hardship, interest-free short-term loans are available; please stop by the DGSOM Financial Aid Office for more information.

Students must submit copies of itemized receipts and/or bank/credit card statements **within 21 days of travel**. For information on software and publication fees, see below. Reimbursement requests should be submitted via email to both Rachel Abbott (REAbbott@mednet.ucla.edu) and Vijeta Vaswani (VVaswani@mednet.ucla.edu). Please keep copies of all receipts and supporting documentation for your own records.

Please review the items that are eligible for conference funding:

- Airfare: **In order for airfare to be covered by this funding, we require that students book directly through GHP (through UC Travel). Please email Vijeta about this. Note that we cannot reimburse airfare booked by students not through UC Travel.**
- Hotel: Your receipt should be the final hotel bill and include itemized charges (including taxes and fees) with the total amount paid in full. A confirmation of your reservation is not adequate. Ensure that your name and the dates of the hotel stay are clear and that the method of payment is shown. Note: Airbnb is reimbursable with the same rules as stated for hotels.
- Conference registration (with proof/method of payment).
- Driving: UCLA reimburses for mileage, and the total mileage will be calculated for reimbursement.
- Food: Reimbursements for food purchased during domestic travel will be covered for up to \$62 per day with itemized receipts. Alcohol is a non-reimbursable expense. International food is based on a maximum threshold set by the [US State Department](#). Receipts are strongly recommended for international food expenses, but are not required.
- Taxi, Uber or Lyft, with receipts/method of payment.

Please note, for **any** travel booked via a third party internet site (airfare, hotel or packages), UCLA has strict policies on the documentation required for reimbursement: please review the policy [here](#).

Publication funding:

- You will need to provide a receipt or invoice in order to be reimbursed up to \$1,000.

Software funding:

- **Before you purchase software, please send Vijeta a quote together with your application, below, to decide on the best method for purchasing (if cost is <\$1,000 GHP can purchase for you directly).**

The processing of reimbursements can take at least **4-6 weeks**, and will be delayed if there are missing items in your submission package. All payments are mailed to the address on file in your BAR Account, so please make sure all your information is accurate and up to date in the system prior to submitting a reimbursement request.



Global Health Equity Pathway: Application to request supplemental conference funding

Please complete this application and submit via email to both Rachel Abbott (REAbbott@mednet.ucla.edu) and Vijeta Vaswani (VVaswani@mednet.ucla.edu) at the Global Health Program.

Name (first and last): _____

Year in medical school: _____

Conference title: _____

Conference location: _____

Conference dates: _____

UCLA faculty mentor / PI name: _____

UCLA faculty mentor / PI department: _____

UCLA faculty mentor / PI email address: _____

UCLA faculty mentor / PI financial contribution (if mentor is unable to contribute, please enter "0"):

DGSOM Student Affairs Office research conference funding contribution (if none, please enter "0"):

Other conference funding (enter source and amount; if none, enter "0"): _____

ANTICIPATED BUDGET

Airfare (if none, enter "0"): _____

Hotel, per night and total (if none, enter "0"): _____

Conference registration (if none, enter "0"): _____

Anticipated daily food cost: _____

Other expenses, such as internet and local transportation (if none, enter "0"): _____

Total conference budget: _____

Total requested from the Pathway (up to \$1000): _____

- 1) Attach accepted abstract (with authorship list) and/or any other supporting documents
- 2) Attach email or other documentation indicating conference acceptance of the attached work and showing you are the presenting author.
- 3) Attach a brief letter/email from your mentor describing your contributions to the scholarly work and confirming that he or she does not have funds available to support your attendance at the conference (or if he/she did contribute, to what amount).

Name (first and last): _____

Signature: _____

Date: _____



Global Health Equity Pathway: Application to request supplemental publication funding

Please complete this application and submit via email to both Rachel Abbott (REAbbott@mednet.ucla.edu) and Vijeta Vaswani (VVaswani@mednet.ucla.edu) at the Global Health Program.

Name (first and last): _____
Year in medical school: _____
Title of publication: _____
Journal name: _____
Date accepted for publication: _____
Authorship position (1st, 2nd, etc): _____
UCLA faculty mentor / PI name: _____
UCLA faculty mentor / PI department: _____
UCLA faculty mentor / PI email address: _____

ANTICIPATED BUDGET

Total publication fee amount (\$): _____
Faculty mentor financial contribution (if mentor is unable to contribute, please enter "0"):

Other financial contribution (please explain how the total publication fee amount will be covered):

Total requested from the Pathway (up to \$1000): _____

- 1) Attach email or other documentation indicating manuscript acceptance of the attached work and showing you are first or second author.
- 2) Attach a brief email or letter/email from your mentor describing your contributions to the scholarly work and confirming that he or she does not have funds available to support the entirety of your publication fees (or if he/she did contribute, to what amount).

Name (first and last): _____

Signature: _____

Date: _____



Global Health Equity Pathway: Application to request supplemental software funding

Please complete this application and submit via email to both Rachel Abbott (REAbbott@mednet.ucla.edu) and Vijeta Vaswani (VVaswani@mednet.ucla.edu) at the Global Health Program.

Name (first and last): _____

Year in medical school: _____

Brief description of longitudinal global or "local-global" health project:

Name of software required: _____

Justification (what will you use this software for?):

UCLA faculty mentor name: _____

UCLA faculty mentor department: _____

UCLA faculty mentor email address: _____

ANTICIPATED BUDGET

Cost of software (\$): _____

Please specify cost type (e.g., single user annual subscription at student rate): _____

Faculty mentor financial contribution (if mentor is unable to contribute, please enter "0"):

Other financial contribution (please explain how the total software cost will be covered):

Total requested from the Pathway (up to \$1,000): _____

- 1) Attach any relevant documentation about this scholarly project (e.g., Josiah Brown Poster Fair link), if applicable.
- 2) Attach a brief email or letter/email from your mentor describing your contributions to the scholarly work and confirming that he or she does not have funds available to support the entirety of your software fees (or if he/she did contribute, to what amount).

Name (first and last): _____

Signature: _____

Date: _____