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 (V Vaswani@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: ___________________________