



Funds for Education Scholarly Opportunities Application

Follow the criteria listed below, using the checklist as a guide. Individual completed applications should be submitted to studentcomservices@med.uvm.edu. Please include “FESO application” in the subject line of your email submission.

Name:

E-mail:

Graduation Year:

UVM LCOM Preceptor Name & Department

Scholarly Experience (check applicable boxes):

- Abstract/Poster or Presentation
- National Society Meeting
- Professional Development Course
- Other: _____

Name of activity:

Location of proposed travel:

Please provide link to agenda:

Please review the attendance policies to help plan for travel. * Note that students are ordinarily allowed two days away from course activities to present academic work at national meetings. This includes a travel day and the day of presentation.

[Foundations Level](#)

[Clerkship Level](#)

[Advanced Integration Level](#)

Date of Travel (start)

Date of Return

Date of Presentation

List all sources and amounts of funding you have available or have applied for to support your travel. Please also list the faculty member that you have discussed funding sources with.

*See [UVM's Travel Policy](#) for reference when creating your budget. Typically, FESO funding supports no more than two days/nights of accommodations.

Itemized budget of proposed travel expenses:

Transportation:

*Please note that UVM reimburses for mileage and not gas; refer to the current [reimbursement rate](#) for budgeting.

Registration fees:

Lodging:

****Food:**

**\$60/day for meals allowed for domestic travel; \$75/day for meals allowed for international travel

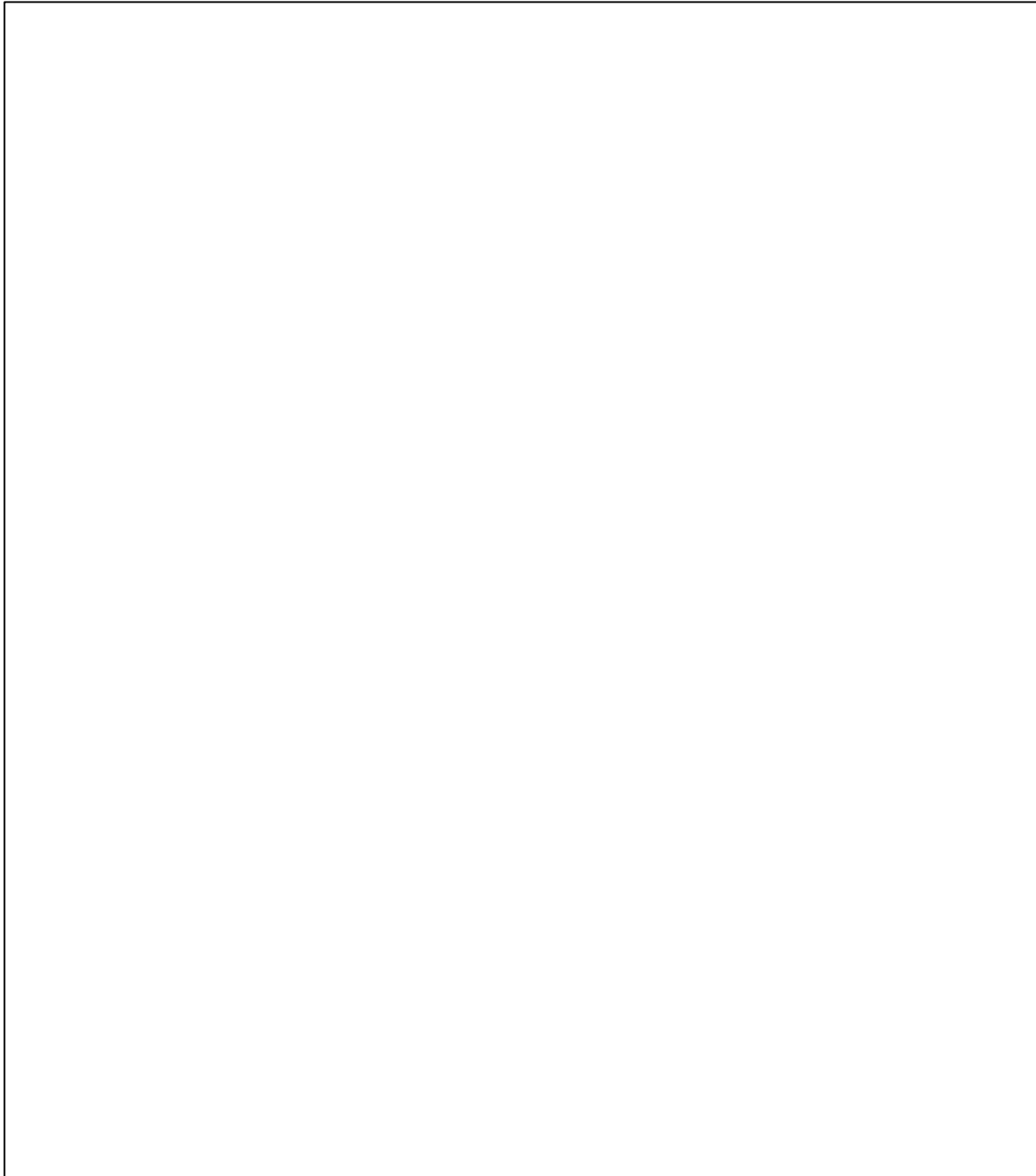
Other – Please specify:

Total Budget:

Total amount requested from FESO:

Student Statement:

- Describe how the educational experience will benefit the student's medical education.
- Describe efforts made to obtain funds from other sources.
- Describe how the educational experience will benefit the Larner College of Medicine in areas of education, research, or service and how it will benefit other students and the Larner College of Medicine community.
- Must specify the duration, timing, and content of the educational experience.

A large, empty rectangular box with a thin black border, intended for the student to write their statement. It occupies the majority of the lower half of the page.

Checklist for a complete application:

- Application form
- Link to meeting agenda or other informational materials
- Student statement requesting FESO support
- LCOM Faculty letter of support
- Evidence of local authority approval (when travelling internationally)
- Supporting documentation
 - Confirmation of acceptance of abstract/poster/presentation or professional development course. **Please include abstract with your FESO application documentation.**
 - Confirmation of leadership role if attending national meeting
 - IRB research protocol approval if applicable

Please make sure to add the Title of your presentation/abstract/research project in a clear manner at the beginning of your application form. Please submit all items electronically as one packet. **Incomplete applications will not be considered.**

Do you self-identify as a current “student employee”? (meaning you have worked within the last 12 months as either a tutor, or had a summer internship, etc.).

Yes

No

If yes, for reimbursement purposes you will need to fill out a [Travel Authorization](#) before your travel. Please contact Beth Stinebring at Beth.Stinebring@med.uvm.edu for the appropriate chartstring and account you should use if submitting a Travel Authorization or if you have any questions.