



RESEARCH CONFERENCE TRAVEL SUPPORT FROM STUDENT AFFAIRS

Loma Linda University School of Medicine is committed to supporting students in research and scholarly activities. This guideline is designed to give students, faculty, and administration clear guidance on funding and conference participation.

The School of Medicine encourages students who are selected to present their research at scientific conferences. Eligible students may receive partial funding to help with travel, with amounts decided on a case-by-case basis.

Students should not present during Sabbath hours. Most conferences are willing to adjust schedules if requests are made early, so it's the student's responsibility to contact the conference coordinator in advance to arrange a presentation time that works.

Limitations: Students enrolled in MD-PhD or other dual-degree programs who are currently on a non-MD track are ineligible for funding under this guideline. Virtual presentations are typically not supported, though exceptions may be considered on an individual basis. Please note that the School of Medicine does not cover the cost of poster printing.

Eligibility criteria:

- Students must be currently enrolled and in good standing within the School of Medicine.
- Students must obtain prior approval and receive official time off to attend the conference.
- The research must be conducted under the supervision of a faculty Principal Investigator (PI) at Loma Linda University or an affiliated campus.
- Starting in the second year of the MD program, students may apply for funding for only one conference per fiscal year (July-June).
- When multiple students are presenting the same abstract or poster at a conference, only one student presenter is eligible to apply for funding.

Guideline:

- Students must have an accepted abstract, or equivalent presentation (poster or oral) at a regional or national conference.
- Before requesting funding from the School of Medicine, students are required to seek financial support from their faculty sponsor (PI) and/or the department where the research was conducted.

- Students may apply for School of Medicine funding only after their abstract has been accepted and they have requested support from their PI or department in accordance with this policy.
- Students will receive funding as a reimbursement once travel is complete and all necessary forms have been submitted.
- Note: Financial support will be provided based on the availability of funds.

Funding Process

1. Get approval from the Assistant Dean for Basic Science Education (MS1 & MS2) [Dr. Cody Carter] or Associate Dean for Clinical Education (MS3 & MS4) [Dr. Kevin Codorniz] and cc Student Affairs. [Gaby Kunze (gkunze@llu.edu)].
2. Contact your research department for available funding.
3. Students should complete the *Conference Funding Request Form* on the website (once available) or email Student Affairs [Gaby Kunze] directly to request funding.
4. Complete the form at least 3 weeks prior to travel. Retroactive requests will not be accepted.
5. Student Affairs will review the application and notify you of the decision.
 - If approved, use the Travel Portal to submit the prepared application and complete the Check List, generating a TE # for your expense report.
6. Email all receipts/proof of payment to Student Affairs [Gaby Kunze] within 60 days after travel.

Notes: Additional Funding: The Alumni Association may cover extra expenses (e.g., poster printing). Apply here: <https://www.llusmaa.org/page/student-research>

Contact: Gaby Kunze, Student Affairs Program Coordinator

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