

# Scholarly Activity Funding Approval

## Purpose:

To outline the Graduate Medical Education funding request approval flow process for resident and fellow regarding scholarly activity.

## Scope:

Applies to all residents and fellows from accredited programs in Graduate Medical Education.

## Overview:

Geisinger Graduate Medical Education encourages participation in scholarly activities that can include case studies, research, quality improvement and national health care related committee activities. Through proper review, approval and submission and approval, expenses incurred during submission, presentation, and travel can be covered by Graduate Medical Education up to the approved amount. Resident or fellow continuing medical education (CME) monies will be used in the event any remaining expenses exceed the approved funding amount.

## Definitions:

GME/Program funds: Monies budgeted under the accredited GME program accounting unit.

Department funds: Monies budgeted under service-line designated accounting unit.

## Policy and Guidelines:

Resident and fellows are permitted to apply for financial support for more than one activity per academic year. Residents and fellows are eligible for a combined individual scholarly activity benefit of no more than \$1,500 per academic year. Funding limits are based on the activity type as follows:

- Presentation travel (abstracts):
  - National program - \$1,500
  - Regional program - \$1,000
  - Local program - \$500
  
- Publications (manuscripts):
  - Case report - \$250
  - Research-based - \$500

Any resident/fellow seeking funding for scholarly activity must submit for approval by GME Leadership prior to sending for sponsoring organization consideration.

- Abstracts/manuscripts must be submitted at least ten (10) days prior to the submission deadline to be considered for approval. If submitted past the 10-day mark, the documents will not be reviewed.
  - Documents can be sent in draft form if a final version is not prepared by the ten-day submission deadline.

### *Use of Discretionary Funds:*

GME/Program funds may not be used for abstracts/manuscripts that have not been approved by the Associate DIO. This includes but is not limited to abstract submission fees or other associated fees before the acceptance of the submitted abstract/manuscript, or poster printing fees. CME funds must be used for all abstracts/manuscripts not pre-approved by the above noted process.

## Funding Submission/Approval Process:

1. Resident/fellow discusses project with mentor and Program Director.
2. Program Director notifies Program Administrator of the discussion and approval based on project quality and proposed time-off, if appropriate.
3. Program Administrator begins gathering and completing appropriate submission paperwork based on activity type which include:
  - a. Project (abstract/manuscript) draft or finalized version in an **editable** format (i.e., Microsoft Word). *Projects submitted as a PDF will be returned.*
  - b. Presentation Travel or Publications Funding forms
    - i. Typed and signed by Program Administrator
      1. Program's current submission statistic such as total projects approved, total program funds used and total number of learners in the program must be included on the submission form.
    - ii. Form location - Program Administrator OneNote, GME SharePoint.
4. All documentation must be submitted by the Program Administrator to the following via email to begin the review process:
  - a. Tracy McFadden, NE GME Education Specialist & Assistant DIO  
CC: Program Director, Mentor, and Resident/Fellow
5. Submitted projects will be reviewed by the Associate DIO. In the event additional information is needed, the resident/fellow will receive follow-up communication. If they do not respond with the necessary detail, the review process will end, and approval will not be received.
6. Upon completion of the quality review, an email will be sent to the resident/fellow and Program Administrator indicating the approval status. At this time, if approved, the project may be submitted per conference or publication guidelines.

## Post Acceptance – Expense Request Process:

*See Appendix A for guided checklist*

## *Funding Usage Request/Approval:*

1. Upon acceptance, a Concur request must be submitted for funding use approval.
  - a. Approval flow must include:
    - i. Program Director (if required according to specific program policy)
    - ii. Manager of Graduate Medical Education
    - iii. Director of Graduate Medical Education
2. Based on the activity type, the request must include:
  - a. Presentation travel

*Note: Processes for travel and reimbursement related to GME-funded presentation travel must conform to the current Geisinger Travel and Reimbursement Policy.*

    - i. Signed Scholarly Activity submission form
    - ii. Copy of the approval email from GME leadership
    - iii. Acceptance communication from sponsored organization
    - iv. Required travel documentation per current GME guidelines (i.e. conference agenda, submission fee receipt, registration cost).
  - b. Publications
    - i. Signed Scholarly Activity submission form
    - ii. Copy of the approval email from GME leadership
    - iii. Acceptance communication from sponsored organization
    - iv. Submission Fee Invoice

## Scholarly Activity Funding Approval

# Appendix A: Post Acceptance Checklist

Learner's Name: \_\_\_\_\_ Date: \_\_\_\_\_

*If scholarly activity is accepted, the below checklist can be used to complete a Concur request with all estimated expenses with appropriate attachments.*

### Presentation Travel:

Presentation Format:     Virtual  
     In-person

- Update MedHub: Portfolio Entry
- Submit Concur Request for funding use approval
  - Submitted *Housestaff Presentation Travel* form with Program Administrator signature
  - GME abstract approval email from GME Leadership
  - Conference abstract approval letter
  - Registration form/receipt
  - Proposed Hotel accommodation
  - Proposed flight (must be booked through Concur/Bosco's)

### Publication:

- Update MedHub: Portfolio Entry
- Submit Concur Request for funding use approval
  - Submitted *Scholarly Activity: Publications* form with Program Administrator signature
  - GME abstract approval email from GME Leadership
  - Publication manuscript approval letter
  - Submission Fee Invoice

### Estimated Expense Table:

Total Funding Approved	\$
<b>ESTIMATED EXPENSES:</b>	
Conference Registration	\$
Hotel Accommodates	\$
Airfare	\$
Meals (current allotment - \$75/day)	\$
<i>Total Estimated Expenses</i>	\$
<b>AMOUNT TO BE PAID BY:</b>	
GME/Program AU funds:	\$
Resident/Fellow CME funds:	\$