Scientific meetings/presentations- A guide to submission and requesting of funds

At the University of South Alabama College of Medicine (USACOM), the pursuit of excellence in research is integral to our mission. We encourage medical students to pursue research opportunities through our Summer Research Program, Research with Honors Initiative, and M3 Research Selective experience. In concert, the College has the responsibility to educate the students on the ethics of authorship, conference abstract submission, and the balance between conference attendance and academic commitments.

Authorship: According to the International Committee of Medical Journal Editors, authorship not only confers credit but also implies responsibility and accountability. To be considered an author, the student must:

- 1. Substantially contribute to the origin or design of the work
- 2. Draft or revise the work
- 3. Approve the final version to be submitted for publication AND
- 4. Maintain accountability for all aspects during submission, presentation, revision, and publication

Conference abstracts: Experience presenting at scientific meetings is encouraged. When submitting an abstract for conference presentation, the student should become familiar with the submission rules of the conference. For some, authors must certify that the research is original and not previously submitted to any other conference, organization or journal for presentation or publication.

Thus, the student should consider whether submission of essentially the same abstract to multiple conferences is ethical. If the authors can justify and therefore defend that the abstracts are sufficiently and distinctly y contr&

disusged with the faulty ientor.

Conference Attendance: nce the research is submitted and accetted for presentation, the student must carefully weigt the enfits of attending ee meeting and presenting with the rigors f theiy acadeic sctedule. . d Z X ã o]vè š • QZ j μ Sú Œ }(¥ Ç • ÁZ) 3/4 H ššv v ‰βo] Ç to le absent to attend and therefore present at a scienty ic meeting. Eused absences fo conference attendance are only granted wee student is the presenter. $\Rightarrow X dZ$ $^{3}_{4}$ H à è v $^{1}_{4}$ • $\beta(()$ $\delta Z \times \{E\}$ meetings proited the research is origonal, the studentfiasfiat a sigy icant rle to play o the prtest, the studentfs the proary presenter either pster or oral, Alee meeting i within ee continental nted tates or Canada. > $\ddot{u} X H$ $\dot{s} v P \cdot \dot{O} P \times Z] o o C <math>\mu \dot{s} \dot{E} \dot{s}$ QZ }v]v upsorted inancially. Eused tige off for a student wwse research is acested or sotiu presentation at an nternational conference will le adressed on a case ly cas basi with the Aasociate an of tudent Affars, C ans ffice and preclinica motuleclinica clersti restor.

- 4. Only one presentation per research project will be supported with time off as well as financial considerations.
- 5. Students will be allowed to attend only one meeting, either professional or scientific, per preclerkship module or clinical clerkship.
- 6. Prior to registering for the meeting or booking travel, the student must meet with the Associate Dean of Student Affairs to ensure that the request to be absent will be authorized.
- 7. Any request which falls outside the guidelines of this policy must be considered on a case by case basis by the Associate Dean of Student Affairs.

In summary, in preparing work for presentation or publication the student has an ethical standard to pequest mm tpeiicst¦must be old on ahhny aghioe t¦

5. Select **P gy 'Dwf i gv** and complete the form.

Attached the Student Travel Authorization request form to the New Budget request.