

Ad Hoc Committee on Travel Grants Responsibilities of the Chair

Independent scholars and graduate students including medical students who have a paper accepted for the annual meeting may apply for assistance with their travel costs. A total of \$5000 is available for distribution each year. Travel grant applications are included in letters to those whose abstracts are accepted for the program of the annual meeting.

Responsibilities of the Chair include

- Convene the committee, typically by email.
- Review the reports of past committees including several recommendations on methods of apportioning the money available for individual grants.
- Note that faculty members are not eligible for the travel grant program
- Establish a timeline and process for the deliberations.
- Conduct the business of the committee including
 - Select individuals of the award of a travel grant
 - Confirm with the Chair of the Program Committee that these individuals had papers accepted for the meeting
 - Notify the winners and confirm their intention to attend
 - Advise the winners of the amount of their grant and ask that they present original receipts for travel expenses to the Office of the Secretary-Treasurer following the meeting in order to receive reimbursement
- Provide the Secretary-Treasurer with a list of the confirmed recipients of the grants including their contact information and the amount of the grant awarded.
- Write a brief report outlining the activities of the committee and send it to the Secretary-Treasurer electronically (aahm@kumc.edu) by March 15 for inclusion in the material delivered to the members of the Council prior to the annual meeting.
- The report should include at minimum the following elements
 - A list of committee's members
 - The table of recipients of the grants including contact information and amounts of the grant
 - Any recommendations for action to Council, which should appear in the form of a suggested motion before Council.
 - Report on the deliberations of the committee is not necessary unless they are relevant to the recommendations
 - A list of unfinished or new business that the committee would like to communicate to subsequent committees