

## **Office of Academic Affairs Fellowship Research Travel Awards**

### **Background and Purpose**

The Office of Academic Affairs (OAA) received a philanthropic gift for support of graduate medical education fellowship programs in 2015. Endeavor Health has approximately 35 FTE fellow positions, NorthShore Legacy-based, shared with the University of Chicago (UC), Swedish Legacy-based and a smaller number of non-GME sponsored fellowships. OAA leadership recommended that the funds be used to support fellow travel to professional meetings/conferences to present their research. Awards of up to \$1,500 will be presented to eligible fellows whose applications are selected.

### **Eligibility**

All fellows in Endeavor Health based fellowships are eligible to apply for the travel award. These include fellows in joint programs with UC as well as non-GME sponsored programs. The essential prerequisite is the research project being presented must have been done in collaboration with an Endeavor Health faculty member. Please note presentations of Case Studies will not be accepted and only one travel grant application per research project.

### **Application Process**

Applications will be reviewed twice per year (pending availability of funds) by an *ad hoc* selection committee composed of OAA leadership and GME program/site directors who serve on our Education Council; committee membership will depend on the number of applications and the corresponding departments from which they originate.

#### **Application deadline:**

April 1, 2025  
October 1, 2025

#### **Recipients announced:**

May 1, 2025  
November 2, 2025

### **Applicants must submit the following:**

- Application form signed by applicant, Endeavor Health program or site director, research faculty advisor, and department chair
- Current CV
- Official abstract of submitted work
- Notification of acceptance for presentation
- Brochure of the scientific meeting attended or equivalent information regarding the conference to document presentation of the work

### **Reimbursement Process**

Travel to present research is eligible for an award both before and after completed, as long as it is planned in the upcoming six months or completed within the prior six-month timeframe (possible exceptions for Summer/Fall 2024 Conferences). Successful awardees will have up to the awarded funds transferred to the departmental cost center indicated on their application form. Departments will be responsible for reimbursing for actual travel expenses, and will share submitted receipts with the OAA. If a rotating Fellow is reimbursed by their home institution, we will need copies of the receipts along with a copy of the reimbursement check.