

# EVMS Student Intent to Travel and Intent to Publish Forms

## General Information and Instructions

Institutional funding has been made available to assist EVMS students with the cost of certain scholarly activities:

- Travel to present research findings at a conference or other regional or national meeting
- Fees associated with publishing a research manuscript as first author in a peer-reviewed journal or other peer-reviewed publication

There are several funding mechanisms available to help with these needs, each with their own annual funding limitations and rules. In general, funding is limited and awards will be made on a first-come-first served basis. As a result, students may not “double-dip” by applying for more than one funding mechanism for the same activity. In other words, a student may not apply for more than one travel award per trip, regardless of whether or not one award will cover the entire cost of the trip. If a student is traveling to present research at a conference, but also plans to submit a manuscript for publication for the same project, the student may apply for both a travel award and a publication award as these are separate activities.

## Student Travel

Prior to committing to travel, students should complete the Intent to Travel form on page 3 and submit to the Office of Research or Medical Student Research as indicated on the form. Each application will be reviewed to determine the best funding opportunity available. Students traveling to a conference and not presenting research are not eligible for funding, but should still complete the Intent to Travel Form to facilitate the sharing of travel/lodging expenses among students attending the same conference. **Since travel is a secondary consideration to academics, students should request excused absences from the course or clerkship directors prior to making travel plans.**

## Student Publication

Prior to preparing a research manuscript or other scholarly work and submitting it to the publisher, students must discuss a potential publication with their mentor, complete the Intent to Publish Form on page 4, and submit to the Office of Research or Medical Student Research as indicated on the form. To be eligible for publication funds, the student must be listed as the first author. Include all authors on the form where indicated. If there is already a working draft of the manuscript, please submit the title page along with the application.

Students should be aware there are ~10,000 “predatory journals”. Before submitting the Intent to Publish Form, a student **must verify the journal under consideration is not listed as “predatory”**. One potential resource to check includes: <https://beallslist.net>. For more information or assistance, contact the EVMS Library.

## Awards

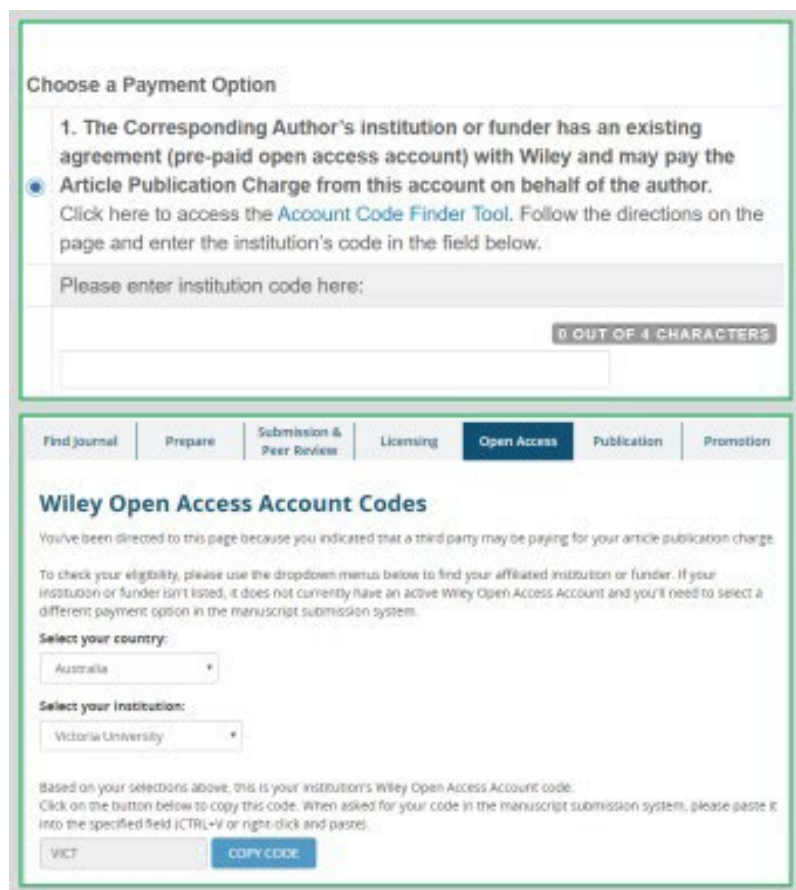
Once approved for a travel award, students will need to pre-pay for the travel expenses and then submit receipts and other documentation in order to be reimbursed via check. Travel will be reimbursed after the travel has occurred. More information will be provided at time of pre-approval.

Once approved for a publication award, Student Affairs will work with the sponsoring EVMS Department or publication company to pay publication fees. Students will not be responsible for paying these fees upfront.

## Instructions for EVMS Students Utilizing the Fee Waiver—Open Access Publications through Wiley

EVMS students submitting manuscripts for publication are able to utilize the fee waiver that is available for publishing fees for Wiley’s open access publications. The publication fee waivers are for original research, review articles, and case reports. The agreement is through the statewide academic library consortium VIVA. To qualify, articles must be published in any of Wiley’s hybrid or fully gold open access journals and must have been accepted *on or after January 1, 2022*. Please follow the below instructions for utilizing the fee waiver for an open access publication:

1. Visit [Find Journal | Wiley](#) to find and choose one of Wiley’s fully open access journals to publish your research. There are more than 1,600 journals that you can browse by title or subject.
2. During submission (once you have selected a journal of your choice), select the payment option that says “The Corresponding Author’s institution/funder has an agreement with Wiley” and follow the instructions to find and enter their account code. Please see below for the screen that you are looking for:



The image shows a screenshot of the Wiley Open Access Account Codes page. The page is titled "Wiley Open Access Account Codes" and has a navigation bar with tabs: Find journal, Prepare, Submission & Peer Review, Licensing, Open Access (selected), Publication, and Promotion. The main content area explains that the user has been directed to this page because they indicated that a third party may be paying for their article publication charge. It instructs the user to check their eligibility by using dropdown menus to find their affiliated institution or funder. The "Select your country:" dropdown is set to "Australia". The "Select your institution:" dropdown is set to "Victoria University". Below these dropdowns, it states: "Based on your selections above, this is your institution's Wiley Open Access Account code: VICT". It also provides instructions on how to copy the code and a "COPY CODE" button.

3. After submission, your institution is notified of your request and asked to approve. If your request is approved by EVMS, your submission will move on to the publication selection process at the journal-level. If your manuscript is selected for publication, you will receive a confirmation email from the publisher.
4. If your request is approved, you will receive a confirmation email. Your accepted article is then published “open access” under a Creative Commons license on Wiley Online Library.

\*If desired, visit [Author Services | Wiley](#) to access the services that Wiley offers in relation to submitting a manuscript for publication. Wiley offers an abundance of services and resources to help students.

## EVMS Student Research: Intent to Travel Form

This form is used to assess student funding needs when traveling to conferences. Please complete the form and email to Medical Student Research ([MSR@evms.edu](mailto:MSR@evms.edu)) if you are a medical student. All other students should email their forms to the Office of Research ([EVMSResearch@evms.edu](mailto:EVMSResearch@evms.edu)). Each application will be reviewed individually to determine the best funding opportunity available. If you are traveling to a conference and not presenting research, this form will be used to assist in matching students attending the same conference, to coordinate the sharing of travel/lodging expenses. **Posters & PowerPoint slides must conform to EVMS branding standards found at [www.evms.edu/templates](http://www.evms.edu/templates)**

Applicant Name: \_\_\_\_\_

Academic Program: \_\_\_\_\_ Year: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Institution and Dept. where research was completed: \_\_\_\_\_

Mentor Name: \_\_\_\_\_ Mentor Email: \_\_\_\_\_

Do you plan to submit a related research manuscript to a journal for publication? \_\_\_\_\_  
If yes, also submit the Intent to Publish Form (page 4)

### CONFERENCE INFORMATION

Conference Name: \_\_\_\_\_

Conference Location: \_\_\_\_\_

Conference Date(s): \_\_\_\_\_ Travel Date(s): \_\_\_\_\_

Mode of Transportation to and from Conference: \_\_\_\_\_

Purpose of Attending Conference: Choose an item. \_\_\_\_\_

### APPROXIMATE EXPENSES (Only if presenting at conference and applying for an award)

This is only an ESTIMATE. It will assist us in determining eligibility for awards during the year.

Travel to and from Conference: \_\_\_\_\_ Conference Registration\*: \_\_\_\_\_

Hotel or other Lodging (total): \_\_\_\_\_ Meals: \_\_\_\_\_

Other: \_\_\_\_\_

Total Estimated Expenses: \_\_\_\_\_

*\*Note: EVMS will not pay for late registration fees. Students will be responsible for any late fees.*

Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**By signing here, I affirm I have discussed the potential presentation with the student and will work with the student to give final approval of the materials prior to the presentation.**

**EVMS Student Research: Intent to Publish Form**

This form is used to assess student funding needs for publishing research findings or other scholarly work in a peer-reviewed journal or publication as a FIRST AUTHOR. Before submitting work to a publisher, complete this form and email it to Medical Student Research ([MSR@evms.edu](mailto:MSR@evms.edu)) if you are a medical student. All other students should email their forms to the Office of Research ([EVMSResearch@evms.edu](mailto:EVMSResearch@evms.edu)). **If there is already a working draft of the manuscript, submit the title page along with the application.** Each application will be reviewed individually to determine the best funding opportunity available.

Applicant Name: \_\_\_\_\_

Academic Program: \_\_\_\_\_ Year: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Institution and Dept. where research was completed: \_\_\_\_\_

Co-Author Name(s) and Program/Year or Institution/Department (*use add'l lines, if needed*):

\_\_\_\_\_  
\_\_\_\_\_

Manuscript or Working Title: \_\_\_\_\_

**JOURNAL/PUBLICATION INFORMATION**

Journal/Publication Name (*if unknown, list potential journals*): \_\_\_\_\_

Journal Web Address: \_\_\_\_\_

Estimated Publication Fee(s): \_\_\_\_\_ Anticipated Submission Date: \_\_\_\_\_

Is there budgetary allowance in a research grant or other mechanism that might cover all or part of the publication fee?

No: \_\_\_\_\_ Yes (list source): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**By signing here, I affirm I have verified the journal/publication is not known to be “predatory” as indicated in the instructions on page 1 of this document, and that I will only submit the manuscript for publication once my mentor has approved the final draft.**

**MENTOR APPROVAL**

Mentor Name: \_\_\_\_\_ Mentor Email: \_\_\_\_\_

Institution and Department: \_\_\_\_\_

Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**By signing here, I affirm I have discussed the potential publication with the student and will work with the student to give final approval of the manuscript prior to submission for publication.**