The Center for Global Health at Northwestern University’s Feinberg School of Medicine allocates travel funds to select FSM students who wish to pursue a global health rotation/program at international sites. CGH’s sponsored travel policy specifically applies to the International Health Fellowship (IHF), the Feinberg Travel Grant (FTG) and the Global Health Initiative (GHI).

Award amounts for the IHF and FTG are determined on a case-by-case basis by the global health education steering committee in the Center for Global Health. The GHI funds come from a private donor of the university who sets their own giving levels. Travel awards are not guaranteed to every FSM student who applies. Further financial policies for the Center for Global Health may be reviewed using the link below:

www.globalhealth.northwestern.edu/MedEd/funding/index.html

I. Eligibility Requirements

- Applicants must be registered as full-time matriculated medical students at the Feinberg School of Medicine (FSM) to be eligible.
- The medical student must be in good standing at the time of proposed travel.
- Feinberg Travel Grant applies to clinical rotations and public health/research projects at any one of FSM’s affiliated international universities or clinics.
- IHF and GHI awards apply to clinical rotations and public health/research projects at affiliated partners and unaffiliated international sites that have been reviewed and approved by CGH.
- If awarded funding, a student must submit the appropriate financial paperwork and complete CGH’s required application, orientation, and evaluation steps.
- Students must submit the CGH online evaluation, an evaluation from their preceptor if receiving elective credit, and/or a scholarly paper for research projects to the Center for Global Health upon completion of the project.

II. Funding Restrictions

- Students may not receive funding from more than one source from Northwestern University for the same rotation/project. Sponsored FSM and NU travel sources for students include, but are not limited to, FSM’s International Health Fellowship, Feinberg Travel Grant, Global Health Initiative, the Program in Public Health, the Medical Student Summer Research Program, and Office of International Program Development.
- Travel funds may not be deferred and must be used for the approved rotation/project within the same academic year that the award is issued.
III. Taxable Income

Scholarship payments issued by Northwestern University may be considered taxable income by the IRS depending on a student’s individual financial situation. No taxes will be taken out of the scholarship payment at the time of payment if processed by NU’s Payroll Department, but students should be aware that they will receive a 1099 tax form at the end of the fiscal year, and that NU is obligated by federal law to report this income to the IRS.

The 1099 form allows the IRS to track miscellaneous income and is required when miscellaneous compensation, such as an award, exceeds $600 during the tax year. To learn more about Northwestern University’s payroll policies and to review relevant IRS forms and policies, click on the link below: www.northwestern.edu/hr/payroll/

IV. How Do I Receive My Travel Funds?

This section explains what information FSM’s Center for Global Health requires from students in order to process an award. The preferred method for FSM students to receive their award is via NU’s Accounts Payable. Awards will generally be processed within 3-4 weeks of receipt of completed forms. Students must submit the following information to the Center for Global Health in order to receive the award via Accounts Payable:

- Copy of your award letter

IMPORTANT: If a current FSM student has previously been paid via NU payroll at anytime in the last twelve months, then the award must be processed via NU Payroll. Paperwork submitted before the 10th of the month will generally be processed by the end of the same month, while paperwork submitted after the 10th will be process at the end of the subsequent month. Please note that all such timelines are an approximation only and that students may have to wait longer periods of time depending on individual financial circumstances. Students must submit the following information to the Center for Global Health in order to receive the award via Payroll:

- Personal Data Form. Available online under “Payroll / Payroll Administrator Forms”: www.northwestern.edu/hr/policies-forms/forms/
- Copy of your award letter

Contact Information: All forms and paperwork should be submitted directly to: FSM’s Center for Global Health, 645 N. Michigan Ave, Suite 1058, Chicago, IL, 60611. Attn: Lauren Peterson, Financial Administrator. If you have questions, please contact: lauren-p@northwestern.edu
V. When Travel Funds Must Be Returned to FSM

FSM students may be required to return FSM travel funds that are awarded to support a global health experience if any one of the following conditions occurs:

- An FSM student is dismissed from a visiting rotation or medical education program at an international site by the host institution’s program director for unprofessional or unethical behavior.
- A student leaves a visiting rotation or medical education program early and without prior permission from both the host institution and FSM.
- Unforeseen emergencies, natural disasters, or another force majeure causes the cancelation of a visiting rotation or medical education program before the rotation / program begins. In such cases, it is the student’s responsibility to contact airlines, travel agents, and places of residence where they intend to stay to cancel reservations and request refunds as soon as reasonably possible. Cancelations that occur due to emergencies, natural disasters, or force majeure during a rotation / program at an international site will be handled on a case-by-case basis and under such circumstances students should contact the Center for Global Health as soon as possible.
- A student completes the rotation / medical education program and FSM later learns that the student acted in an unprofessional or unethical manner and is consequently disciplined by FSM’s Student Promotions Committee.

If any of these situations occur, the funds must be returned by the student to the Center for Global Health within 30 days of the request and before graduation, whichever date comes first.