

Center for Global Health's Policy on Sponsored Travel for FSM Students

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 are determined on a case-by-case basis by the global health education steering committee in the Center for Global Health. 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.
- Trainees are eligible for a maximum of two GHI awards, one IHF award, and one FTG award during their training programs.

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 the 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 trainees should be aware that they will need to report this during the following year's tax season on [Worksheet 1-1](#). This is solely the responsibility of the award recipient. If you would instead like taxes withheld from your award, please fill out the W4 form with Payroll on the 8th floor of Abbott hall.

IV. How Do I Receive My Travel Funds?

For Students:

All scholarship awards must be processed via NU Payroll. Once an award letter is received, you will be provided with instructions and forms to complete the Payroll process. Paperwork submitted before the 7th of the month will generally be processed by the end of the same month, while paperwork submitted after the 7th will be processed at the end of the subsequent month. Please allow 4-6 weeks for processing. Please note that all such timelines are an approximation and that students may have to wait longer periods of time depending on individual financial circumstances.

For Residents:

In order to receive your GHI funding, you must contact your residency Program Coordinator to discuss the required steps for the reimbursement process and fill out the appropriate paperwork for the GME office.

Global Health Initiative awards are distributed as a reimbursement for residents. Allowable expense categories for reimbursement include:

- Market rate international ticket – coach class
- Program fees (i.e. Any required fees paid to host-institution)
- Immunization and travel medicine
- Visa application fees
- Housing expenses at destination
- Per diem (at discretion of the Department)

GHI awards will **NOT** cover local fares (i.e. taxis, public transportation) or other transportation expenses in the U.S. or abroad nor will they reimburse for medical supplies, individual meal expenses, or unplanned medical expenses. Each award will be made up to a maximum dollar amount to be reimbursed after travel is complete. If additional receipts are submitted with totals that exceed the maximum award amount, the additional expenses will not be reimbursed. Awards are contingent upon prior approval of the rotation by your respective Program Director.

Contact Information: All forms and paperwork should be submitted directly to: FSM's Center for Global Health, 645 N. Michigan Ave. Ste. 1058, 60611. Attn: Natalie Sheneman, Education Program Assistant. If you have questions, please contact Natalie at natalie.sheneman@northwestern.edu or 312-503-8804.

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 trainee 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 trainee 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.