

Guidelines for Applying to the Presentation Award (PA)

1. CALL SNAPSHOT

SCOPE	
Call Opens	January 2023
Submission deadline	Eight (8) Weeks before the event start date <i>The call for the presentation award is open year-round; however, the review of the applications and announcement of the awards by the Presentation Award committee can take up four weeks</i>
Award announcement	The chairman of the WCM-Q Presentation Award committee or her/his designee will notify applicants of the committee's decisions
Award Budget	PA will provide funding for up to <u>\$3,000</u>
How to apply	Students who are interested in applying to the PA will need to read the attached application guidelines, and submit the application form along with the relevant documents on Odoo platform: https://qatar-weill.cornell.edu/research/research-training-programs/presentation-award-pa

2. PROGRAM OBJECTIVES

The Research Presentation Award (PA) is an opportunity offered by the research division at Weill Cornell Medicine-Qatar (WCM-Q) for students to present their research paper or research project results at professional meetings, international conferences, and workshops. The award allows students the option to attend the said events as in-person and or virtual events. The award aims to increase the number of students involved in research, boost their research portfolio, and provide them with exposure to the international research community in their field of interest. The guidelines below provide instructions regarding the application process to the PA.

3. ELIGIBILITY

3.1 WCM-Q student in good academic standing at the time of the application and at the time of the event. For a graduating student, the event must take place before June 30th of the graduating year.

3.2 Participation Constraints

- 3.2.1 If the proposed travel date coincides with a school's course, the student must provide approval of the course director along with the application form.
- 3.2.2 Students must disclose in the application, and at any time thereafter, any available sources of funding to cover their request's cost (UREP, Scholarship or other grants), and all other sources of fund must be used first. Failure to disclose other funding will be addressed through WCM-Q student's disciplinary procedures.
- 3.2.3 For projects with multiple students, a separate application must be submitted for every student requesting travel funds. The award only funds one student per accepted presentation.
- 3.2.4 Students can only be awarded once in their lifetime as a student; with the exception of outstanding applications as deemed by the committee for an oral presentation at an internationally renowned conference.
- 3.2.5 Students who have been able to secure funding for their research by another Research Program (UREP, MSRA, SRMP...etc) will have priority for the Presentation award.

4. PROPOSAL SUBMISSION PROCESS

Applicants should follow all the steps for submission:

- 4.1.1 Applications must be submitted through completing the PA application form and must be submitted on Odoo platform at least eight (8) weeks before the contemplated travel date.

5. SCREENING AND EVALUATION

A faculty committee reviews all submitted proposals and does not guarantee the acceptance of any submitted proposals.

- 5.1.1 Students should only consider well recognized conferences in their respective research fields
- 5.1.2 The committee will consider the merit of the submitted proposals and the status of the conference, according to which the committee will decide which proposals to award.
- 5.1.3 Rejected applicants may request an appeal to presentationaward@gatar-med.cornell.edu.
- 5.1.4 The PA committee reserves the right to accept, reject, or set conditional acceptances to appeals.

6. BUDGET OVERVIEW AND PAYMENT SCHEDULE

- 6.1.1 The Research division reserves the right to accept, reject, or adjust the budgets of all submitted PA proposals.
- 6.1.2 Applicants to the PA are expected to justify all proposed expenses and to provide documents (such as quotations and screen shots) they have used to make their estimates.
- 6.1.3 The PA provides funding for up to USD 3,000 Stipend.

6.2 Payment schedule

- 6.2.1 All awarded applicants will need to submit a signed “payment agreement form” before payment is made.
- 6.2.2 Awarded applicants will receive their initial payment, 75% of their total award, only after the signing of their payment agreements.
- 6.2.3 Awarded applicants will receive their final payment, 25% of their total award, after submitting the required deliverables, as indicated in article 7 of these guidelines.
- 6.2.4 Payments might take up to 2 weeks from the date of the announcement of the award.

7. DELIVERABLES

- 7.1.1 Awardees are responsible for submitting evidence of participation in the approved event (certificate of attendance and poster copy as applicable)
- 7.1.2 Failure to submit the deliverables listed above will result in the student relinquishing the remainder 25% of total award.

8. AWARD ARRANGEMENTS

- 8.1.1 Applicants are expected to independently make all their trip arrangements.
- 8.1.2 The Research division at WCM-Q does not guarantee the acceptance of any submitted proposal. It is therefore not recommended for an applicant to make any payments until the applicant receives the PA award acceptance email and/or the full funding payment. Keep this in mind when confirming your conference registration, as you may need to pay a deposit with your own funds, and at your own risk.
- 8.1.3 The awarded student will be requested to return the full award amount in case the event attendance does not materialize.

9. INQUIRIES

For any enquiry about this guideline document and the application submission process for PA, please send us an email to presentationaward@gatar-med.cornell.edu.