

**TPMG Delivery Science and Applied Research (DARE)
Research Meeting Presentation or Publication Support
Funding Request**

The Permanente Medical Group strongly supports the dissemination of research results from TPMG clinically-oriented researchers. For this purpose, the resources described below act as a supplement to the annual educational allowance provided to all clinicians. Funds are subject to availability, given total funding budget.

In-Person Meeting Scientific Presentations

TPMG clinicians can request up to \$2000 per person annually for the following expenses for domestic meetings at which TPMG research is presented by abstract or lecture (one presenter per project):

- Domestic economy air travel, hotel, and registration for the relevant meeting
- Abstract printing costs and AV support for posters/oral presentations

Funding is contingent upon:

- The clinician's existing TPMG educational funds have been committed or expended
- Available funding from other mechanisms (e.g. grants) has been committed or expended
- The accepted abstract presentation(s) is included in the request
- The presenter provides a clear plan (see below) for subsequent manuscript publication
- Funding availability (may be limited by year, person, or specialty; dependent upon volume)
- Submission and approval of request is completed prior to making travel arrangements
- Flight & hotel must be booked by the traveler in consultation with this program (instructions provided after approval)
- Expenses are consistent with TPMG policies (e.g. economy fare, etc.)
- Original itemized receipts are required for all expenses and will be submitted after completion of travel

Ineligible presentations include: Case reports, reviews, or other presentations not considered original research

Manuscript Publication

Publication costs of up to \$2000 per person annually for original research papers submitted to peer-reviewed journals for publication of original research papers (e.g. submission costs or page costs).

Process for applying for publication related requests:

- Submit and receive approval prior to submission and/or manuscript publication
 - Requests can be submitted after publication; reimbursement is not guaranteed
- Documentation of final journal acceptance for publication is required

Acknowledgement of Funding:

- Publications and presentations supported using data from studies solely or jointly funded by the Delivery Science and Applied Research initiative should contain the following acknowledgement: "This study was supported by The Permanente Medical Group Delivery Science Research initiative."
- In addition, send a copy of the publication to Jennifer.L1.Schneider@kp.org.

Please complete the questions on the attached page and return the document to Jennifer.L1.Schneider@kp.org

**TPMG Delivery Science and Applied Research (DARE)
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Name: [Click here to enter text.](#)

Today's Date: [Click here to enter text.](#)

Facility: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

1. This is a request for:

- Poster presentation (please attach a copy of your submission)
- Oral Presentation (please attach abstract submitted or presentation)
- Manuscript publication support (please attach manuscript)
- Other: Please specify [Click here to enter text.](#)

2. Presentation or publication details:

- a. Principal investigator: [Click here to enter text.](#)
- b. Project/presentation title: [Click here to enter text.](#)
- c. Primary medical specialty: [Click here to enter text.](#)
- d. Funding Source (if any): [Click here to enter text.](#)
- e. Funding dates (start – end): [Click here to enter text.](#)

3. What is your role on the research project?

- Principal Investigator Co-Investigator
- Other: Please specify: [Click here to enter text.](#)

4. Has your submitted presentation or manuscript already been accepted for presentation or publication?

- Yes, for presentation at a meeting (please attach copy of acceptance communication)
- No, have not heard back from meeting (not currently eligible for travel funding)

- Yes, for publication in a journal (please attach copy of acceptance communication)
- No, am about to submit manuscript (application for manuscript support)

5. Conference or journal information

- a. **Conference or journal name:** [Click here to enter text.](#)
- b. **Conference location (city, state):** [Click here to enter text.](#)
- c. **Conference dates (start – finish):** [Click here to enter text.](#) - [Click here to enter text.](#)

6. For conference presentations: please briefly provide plan for manuscript submission, including likely journal and target submission date.

[Click here to enter text.](#)

If approved, you will be contacted by Jennifer Schneider (Jennifer.L1.Schneider@kp.org) with instructions on booking your air and hotel, including the appropriate account information to enter in Concur. Out of pocket expenses require original receipts attached to an expense report which must be submitted upon return from the conference. ***If you book your own air travel and hotel you may not be reimbursed.***

For Internal Review Use Only:

Date: [Click here to enter text.](#)

- Reviewed and approved for travel support
- Reviewed and refused; reason: [Click here to enter text.](#)
- Travel completed and reimbursed.