



SCHOOL OF MEDICINE

Department of Medicine
Chairman's Office

DOM Departmental Policy

SUBJECT: DOM Support of Divisional Educational Events

EFFECTIVE DATE: October 1, 2012

PURPOSE: To provide monies for Divisions to use in support of an educational event/reception at an annual scientific or clinical society meeting. The goal is to facilitate Divisions in their efforts to expand their national presence, recognizing that this funding provides only partial support for such activities.

POLICY: The Department will provide \$1000 annually for each Division in support of an educational event or reception. This policy will be reviewed annually to determine if the financial state of the Department will allow its continuation.

PROCEDURE:

1. Submit email request to Staci Johnson (cc: Francine Montgomery and Mark Brooks)
2. Identify the Educational Event for which funds are being requested. Please include the event date and location (if known).
3. Provide a brief description of anticipated expenses or how the funds will be used. This information will be used to determine if funds will be utilized best on UAB or HSF.
4. Indicate the account number you would like funds transferred to.

RESPONSIBILITY: Departmental/Divisional responsibility

SIGNED BY:

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Date revised:

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