A primary goal of all Research Track participants is the submission of a manuscript to a peer-reviewed journal for possible publication. This submitted manuscript may also be utilized to fulfill the mentored scholarly activity requirement of the School of Medicine. The manuscript submission must be submitted by Dec 1st of Phase IV. The School of Medicine’s curriculum includes a four year longitudinal course requirement for all students to pursue and complete a mentored scholarly project; the Research Track substitutes the requirement as long as a student is participating in the track.

**Course Director:**
Randy Ross, MD  
Randy.ross@ucdenver.edu

**Program Coordinator:**
Katie Watts  
katie.watts@ucdenver.edu  
303-724-7731
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Track Description and Organization</td>
<td>1</td>
</tr>
<tr>
<td>Faculty, Staff</td>
<td>1</td>
</tr>
<tr>
<td>Research Track Overview</td>
<td></td>
</tr>
<tr>
<td>Requirements</td>
<td></td>
</tr>
<tr>
<td>Phase I</td>
<td>3</td>
</tr>
<tr>
<td>Phase II</td>
<td>3</td>
</tr>
<tr>
<td>Phase III</td>
<td>4</td>
</tr>
<tr>
<td>Phase IV</td>
<td>4</td>
</tr>
<tr>
<td>Learning Objectives</td>
<td>4</td>
</tr>
<tr>
<td>Attendance</td>
<td>5</td>
</tr>
<tr>
<td>Course Evaluations</td>
<td>6</td>
</tr>
<tr>
<td>Grading</td>
<td>6</td>
</tr>
<tr>
<td>Grading IDPT 8601 &amp; 8602</td>
<td>7</td>
</tr>
<tr>
<td>Withdrawing from track</td>
<td>9</td>
</tr>
<tr>
<td>Stipends</td>
<td>10</td>
</tr>
<tr>
<td>Resources</td>
<td></td>
</tr>
<tr>
<td>Health Science Library</td>
<td>10</td>
</tr>
<tr>
<td>Writing Center Resources</td>
<td>10</td>
</tr>
<tr>
<td>Biostatistical Support</td>
<td>11</td>
</tr>
<tr>
<td>Research Track Mentor Expectations</td>
<td>11</td>
</tr>
<tr>
<td>Appendix A - Research Track Western Student Medical Research Forum</td>
<td>12</td>
</tr>
<tr>
<td>Appendix B - Research Track Phase IV National Conference Guidelines</td>
<td>15</td>
</tr>
</tbody>
</table>
For questions related to Research Track: You are welcome to contact us directly, or email at coloradoreserachtrack@ucdenver.edu. E-mails will be checked daily and answered within 24 hours during weekdays, but may not be answered on weekends. Please check the calendar regularly for session updates.

Goals/Requirements Phase I

- Entry into the Research Track is a Competitive Process.
- Application to the Research Track is via the development of an individualized Research Plan which will be created and monitored by the student in collaboration with a primary research mentor. The application due date will be in the first half of November (date to be determined on a yearly basis).
- If accepted into the Research Track, students will need to agree to and sign off on the Student/mentor agreement.
- You are expected to spend a minimum of ½ day per week (generally Wednesday afternoons) through the remainder of Phase I and for August through January of Phase II.
- You will spend eight weeks in a full time summer research experience between Phases I and II. You will receive a stipend of $4000 ($2000 on July 1 and $2000 on July 31).
- During the spring and summer between Phase I and Phase II, students will attend (mandatory) regularly scheduled meetings of the Research Track Program. These meetings will be held from 1:15-2:45 pm on Wednesday’s. Topics will include presentations by other students in the program and discussion of research issues in Ethics.
- There may be additional requirements depending on the source of funding. Examples include:
  - Psychiatry Scholars – attendance in August between your first and second year at the Department’s annual Aspen Conference.
  - Vision Scholars – attendance in Spring of Phase I in a graduate Vision Seminar.

Goals/Requirements Phase II

- During the fall of Phase II, students will attend (mandatory) regularly scheduled meetings of the Research Track Program. These meetings will be held from 1:15 – 2:24 pm. Topics will include presentations by other students in the program and discussion of research issues.
- Students will have the opportunity to present their research plans and findings:
  - To peers in the program: In oral presentation format (10-15 minutes) at the Research Track seminar—either in the summer between Phase I and II or during fall of Phase II. PowerPoint slides recommended.
To campus-wide peers: In poster format at the annual Health Sciences Center Research Day—December of Phase II.

To a national group of peers: In oral format (5 minutes) at the annual Western Medical Student Research Forum, held in Carmel, California—January of Phase II (students will receive funding for travel and registration to the meeting) **See Appendix A for travel information.

To a local group of faculty at an organized department faculty function: Format will vary depending on your mentor’s departmental affiliation. Presentations to departmental faculty/Poster Presentations are required and may occur during the study period prior to Step 1 examinations.

Goals/Requirements Phase III
- You will be asked to act as a judge for other student’s research presentations at the annual Health Sciences Center Research Day. This will occur during the Phase III December ICC.

Goals/Requirements Phase IV:
- You may spend up to 12 weeks (three 4-week rotations) in a full time elective research experience during Phase IV. You will receive grades for these courses in addition to the MSA grade. It is recommended that you complete the first four week rotation in the first few months of Phase IV (August or earlier); It is recommended that you start your second 4-week rotation at least three months after the first rotation, Both the first and second rotation should be completed before Dec 1 of Phase IV. You will receive a stipend of $4000 ($2000 per month). Note: Research Track students may need to complete elective rotations in their mentor’s lab in the Aurora/Denver area during Phase IV.
  - Course 8601: May-August – goal should be to have first submission by the end of this month
  - Course 8602: Sept-December (generally 3-4 months after first month) – appropriate for rewriting and resubmission
  - Course 8602 may be repeated once for credit; however, there is no stipend for the second month.
  - Grading Rubrics – Due the last day of the rotation
- Student must submit an abstract and present at a national non-student meeting (Remember abstract deadlines are often 6 months before a meeting) * Refer to Appendix B for travel information
  - You are not eligible to attend a national meeting during ICCs, during the week of the match, or during graduation exercises. For the 2013-2014 academic year, dates you are not eligible to attend a national meeting:
    - Mar 3-21, 2014
    - May 5-16, 2014
- **May 23-24, 2014**
  - Please be thoughtful in planning which meeting to attend. Meetings which occur between Nov 1 and Jan 31 of each year may conflict with residency interviews. Dates which are risky:
    - **Nov 1 2013 - Jan 31 2014**

In order to complete Research Track requirements during your fourth year you need to attend and present at a national/international meeting in the NAFTA zone (United States, Canada, and Mexico). You can attend other conferences, but it will not complete the Research Track requirement and may not be supported financially by the track.

- **Submit a first-author manuscript and evidence of submission Submit by December 1st (NOTE THIS IS DIFFERENT THAN GRADES FOR 8601 OR 8602)**
  - This is what your fall MSA grade is based on
- All research track students will present at the MSA Capstone presentation in March of graduating year.
- Optional – Students present a poster format at the annual Health Sciences Center Research Day—December of Phase IV.

**Learning Objectives:**

- Work with a mentor to build a research plan
- Carry out that plan through their four years of medical school
- Receive a stipend over the summer between Phase I and Phase II
- Receive a second stipend during the 4th year of medical school
- Have multiple opportunities to present their findings
- Present their research at the Western Student Medical Research Forum in Carmel California
- Present their research at a national meeting in their specialty
- Submit a first-author manuscript prior to residency

Required only if your project includes human subjects:

- **Colorado Multiple Institutional Review Board (COMIRB)** – If your project involves human subjects you must complete COMIRB training/certification on line and plan ahead to submit your protocol as soon as possible. [http://comirbweb.ucdenver.pvt/portal/](http://comirbweb.ucdenver.pvt/portal/)

Required only if your project includes vertebrate animal subjects:

- If your project involves vertebrate subjects your project must be approved by IACUC. Plan ahead to submit your protocol as soon as possible.

**Attendance:** Sessions at which attendance is required will be so designated in orientation and by calendar invites and/or communicated via e-mail to your UCDenver e-mail account.

Updated 8/2/13
Otherwise you will be expected to organize your own schedule, with guidance from your mentor.

During the period from January of Phase I through November of Phase II, students are allowed to miss one required session, only if they notify the research track coordinator and research track director in advance. If student is late to or leaves early from 2 required meetings, the research track director may count this as a missed session.

Please refer to Phase I Essentials Core General Information for full description of requirements.

- **Failure to attend a required session will be considered a Professionalism issue:**
  - 1\(^{\text{st}}\) unexcused absence in a Phase – the Assistant Dean, Essentials Core Curriculum will contact the student, the situation will be discussed, and the student will be warned that a second infraction will result in filing a Professionalism Feedback Form.
  - 2\(^{\text{nd}}\) or subsequent unexcused absence in a Phase – the student will meet with Dr. Ross, who may file a Professionalism Feedback Form.
  - At any time during a Phase, if a second Professionalism Feedback Form is filed owing to a student’s unexcused absence at a required session, the student’s case will be referred to the Professionalism committee.

Having a negative impact on the small group learning environment, including arriving late for a session will be treated as a separate Professionalism issue.

**Course Evaluations:** Students will be required to complete online evaluations.

**Grading: How will students be graded in the Research Track?**

*For full description of grading policy, please refer to the Phase I Essentials Core General Information.*

**Phase I through phase IV**

The Research Track is a Pass/Fail course during phases I through III and is reflected through the MSA course grade.

There are two major components to a student’s Phase IV grade in the research track:

1) Each student will receive a grade (Pass/Fail) at the end of each semester based on their progress through the course requirements, this grade will be reflected on the MSA course.

If you do not complete the requirements for the two semesters in Phase I you will not be able to register for the next Phase.

**Grade Definitions:**

**PASS (P)**

A student who completes the requirement for Phase I, through IV will receive a Pass (P).

A student who does not complete the requirement will receive a Fail (F) and a recommendation will be made by the block directors to offer the student one chance at remediation (please see details under “**Fail and Pass with Remediation**”).
FAIL (F) AND PASS WITH REMEDIATION (PR)
At the end of a block a student whose does a not complete mandatory requirement will be given a grade of Fail (F). The Block Directors will notify the Associate Dean for Student Affairs and recommend that a student with a final grade of F be offered one chance at remediation. The Associate Dean of Student Affairs will notify the Student Promotions Committee, which makes the final recommendation. Block directors, in consultation with the Student Promotions Committee, will define the process for remediation with the student, referred to as the remediation plan (comprehensive exam, shelf exam, unit exams, etc.). Unless otherwise noted by the block directors, if the student completes the requirements on the remediation plan, the Fail (F) will be deleted from the transcript and replaced by a Pass with Remediation (PR), indicating the student has successfully passed the block following remediation. If the student does not complete the remediation plan, the Fail (F) will remain on the transcript, indicating the student has failed the block, and the Block Directors will recommend to the Associate Dean for Student Affairs that the student be referred to the Student Promotions Committee.

IN PROGRESS (IP)
A student who is unable to complete the requirements for a Block because of illness or other extenuating circumstance and who is in good academic standing in the Block at the time that grades are awarded (as defined by the block directors) will receive an In Progress (IP). When the student has completed the Block requirements, the In Progress (IP) is deleted from the transcript and is replaced by a grade of Honors (H), Pass (P), or Fail (F), whichever is appropriate. If the final block grade is a Fail (F), a recommendation will be made by the block directors to offer the student one chance at remediation (please see details under “Fail and Pass with Remediation”).

WITHDRAWAL (W)
A grade of Withdrawal (W) is given to a student who withdraws from a required course; a student may only withdraw from a required course with the permission of the Associate Dean of Student Affairs.

Grading for Phase IV Research Track Courses (IDPT 8601 and IDPT 8602)

1. IDPT 8601 - Grading Rubric

Honors:
Completion of an abstract appropriate for submission to a non-student national meeting (student must submit name of the meeting, abstract submission dates, and intent to attend and present at the meeting if the abstract is accepted). If the submission deadline has passed, student must provide evidence of abstract submission, and, if available, the results.

and

Submission of a first-author manuscript for review for possible publication (student must provide a copy of the manuscript and evidence of submission, such as an email from a scientific journal or book editor).

High Pass

Completion of an abstract appropriate for submission to a non-student national meeting (student must submit name of the meeting, abstract submission dates, and intent to attend and present at the meeting if the abstract is accepted). If the submission deadline has passed, student must provide evidence of abstract submission, and, if available, the results.

or

Submission of a first-author manuscript for review for possible publication (student must provide a copy of the manuscript and evidence of submission, such as an email from a scientific journal or book editor).

Pass

Evidence of progress towards completion of a scientific project, including:

A draft of a first-author scientific manuscript

And either

The current status of the project and a reasonable plan, including a time-line, for how the project and the accompanying manuscript will be completed

Or

A description of what barriers prevent completion of the project, what attempts were made to overcome the barriers, and, if the project is not to be completed, what was learned from the project.
2. IDPT 8602 - Grading Rubric

Honors:

Completion of an abstract appropriate for submission to a non-student national meeting (student must submit name of the meeting, abstract submission dates, and intent to attend and present at the meeting if the abstract is accepted). If the submission deadline has passed, student must provide evidence of abstract submission, and, if available, the results.

And either

Re-submission of a first-author manuscript for review for possible publication (student must provide a copy of the manuscript and evidence of submission, such as an email from a scientific journal or book editor).

Or

Evidence of acceptance of a first-author manuscript for publication (please provide available reference information)

High Pass

Completion of an abstract appropriate for submission to a non-student national meeting (student must submit name of the meeting, abstract submission dates, and intent to attend and present at the meeting if the abstract is accepted). If the submission deadline has passed, student must provide evidence of abstract submission, and, if available, the results.

And

Submission of a first-author manuscript for review for possible publication (student must provide a copy of the manuscript and evidence of submission, such as an email from a scientific journal or book editor).

Pass

A description of what barriers prevent completion of the project, what attempts were made to overcome the barriers, and, if the project is not to be completed, what was learned from the project.

And
Submission of a first-author manuscript to the program director in the style of and meeting all requirements of the MSA program

And

Completion of all other MSA requirements

And

Completion of an abstract appropriate for submission to a non-student national meeting (student must submit name of the meeting, abstract submission dates, and intent to attend and present at the meeting if the abstract is accepted). If the submission deadline has passed, student must provide evidence of abstract submission, and, if available, the results.

Withdrawing from the Track

If a student is unable to continue with the Research Track, the student must meet with the Research Track Director to review issues and it will only at that time where a decision will be made if the student is to continue with the program. If a decision has been made that the student is to drop the research track program, the student must contact the MSA director to start a plan for a new MSA project. Student’s that transfers from the research track are not eligible to use the project from the research track to meet MSA requirements.

Stipends

The stipends are supported by a grant or department. During phase I and IV research track students receive two 1-month $2000 stipends.

Resources available to Research Track students

HEALTH SCIENCE LIBRARY—the Research Track program has a librarian who can help with research for the background sections of proposals and with systematic reviews. Librarians can assist with:

- Problem identification and focus
- Question formulation
- Search strategy
- Identifying resources for literature review
- Organizing and managing citations
- Manuscript style requirements
- Scouting journals for publication
Research Track students can contact the librarian to schedule a FREE individual consultation. Most consultations are scheduled for an hour and provide training and help in customizing your research strategy for PubMed, Google Scholar, or other resources such as EMBASE (European and international medical journals), Cochrane Library (evidence based systematic reviews), genetic/molecular biology or legal/historical/ethics resources. After the initial consultation librarians are available via email, phone or in person for follow up. Contact:

Basic Science Research Lynne Fox (303-724-2121)
Clinical Research John D Jones Jr (303-724-2117)
Global Health John D Jones Jr (303-724-2117)
Humanities & Social Sciences Lilian Hoffecker (303-724-2121)
Public Health & Epidemiology Ben Harnke (303-724-2146)

Students can also contact the Library via the Ask Us! link on the Library’s homepage. Please provide information on your research topic or identify your thematic area as part of your Ask Us! request.

**Writing Center Resources:**
The campus writing center is an excellent resource to help you with your rough and final draft papers. The writing center is available as follows:

- Health Sciences Library 1204, Anschutz Medical Campus
  - TF 10-6
  - Sun 2-8
- North Classroom 4014, Denver Campus
  - M-Th 9-6
  - F 9-2
- Online: [http://www.ucdenver.edu/academics/colleges/CLAS/Centers/writing/aboutUs/Pages/onlineConsultations.aspx](http://www.ucdenver.edu/academics/colleges/CLAS/Centers/writing/aboutUs/Pages/onlineConsultations.aspx)
  - Every evening 6-10
- Drop-Box

**BIOSTATISTICAL SUPPORT** - The Research Consulting Laboratory is available without charge to Research Track students. The RCL can help with study design, power & sample size calculations, data analysis and interpretation. You can make an appt. by calling 303-724-4619, rcl@ucdenver.edu. Please be sure to identify yourself as a Research Track/MSA student.

**Research Track Mentor Expectations:**
- Meet with students to explore projects and develop an Individualized Research Plan (to be used as an application to the program).
• Work with the student to develop a plan that is feasible in the limited time available to a medical student, will lead to a first-author publication, and where the manuscript reflecting the results obtained in Phases I and II can be deferred to Phase IV for submission.
• Sign off on student agreement, including meeting/communication schedule, and work on your professional relationship
• Review student’s critical literature reviews
• Work with the student on data collection and analysis
• Help the student develop a first author paper
• Help develop and review the work plan and timing
• Work with the student to write abstracts and to choose an appropriate scientific meeting for abstract submission and attendance during Phase IV
• Help the student gather, analyze and prepare for capstone presentation
• This is a 4 year project-- the mentor and student should work together for that entire period
• Always be attentive to the student’s rigor and professional development
# Research Track Western Student Medical Research Forum

## A. STUDENT INFORMATION for Airline (Katie will book airline tickets)

<table>
<thead>
<tr>
<th>Full Name (as it reads on your ID):</th>
<th>Birthdate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phone:</td>
<td></td>
</tr>
</tbody>
</table>

If using Passport (complete highlighted area):

<table>
<thead>
<tr>
<th>Issuing Country:</th>
<th>Expiration date (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number:</td>
<td>Nationality:</td>
</tr>
</tbody>
</table>

Additional Comments: frequent flyer numbers, seat preferences, etc.:

## B. Before Travel

- [ ] Send travel ID information to research track coordinator (i.e. passport, driver’s license) – (Refer to section A)

- [ ] Book Hotel – Students need to book hotel. (Students will be reimbursed after travel.)

### Student and Resident Hotel Reservations:

All students will stay at the Best Western Beach Resort Monterey Hotel.

To make reservations:

- Use code: “WSMRF2014” when making reservations.
- Go on line to: [www.montereybeachresort.com](http://www.montereybeachresort.com)
- To make a reservation call: (831) 394-3321.
  - Allowable room rate is $115 per night per room plus tax, for dual occupancy (Or $57.50 per student, if you are not rooming with another student).
  - Rooms need to be occupied by 2 students.*
  - Reimbursement will not happen until after trip.
  - Reimbursement on hotel need to provide an **itemized receipt**.

*Note: if you are sharing a room, reimbursement information:

1. Split the bill, have 1 student pay the bill for 2 nights, the other pay for the next 2 nights.

Additional Note: The hotel has stated they will not charge the amount to your credit card when placing the reservations. Once you check into the hotel they will hold the stay amount on your card and once you check out your card will be officially charged.

- [ ] Shuttle – Research track coordinator will arrange and will provide information as date approaches
**Baggage Fees** - Provide a receipt for all fees. (maximum reimbursement 1 baggage)

**Meals** will only be reimbursed if conference is not providing a meal. (please note the reimbursement will only be for food and drink, (note: CU will not reimburse for alcohol)

- **Receipts need to be itemized with totals.**
- Only 1 student’s meal/drink on an itemized receipt.
- Ask for a separate check for alcohol.
- Write in the tip amount on your receipt.
- Maximum amount for reimbursement per chart below (Traveling days are reimbursed at 75% of the rates below, when traveling)

<table>
<thead>
<tr>
<th>M&amp;IE Total</th>
<th>$71</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continental Breakfast/ Breakfast</td>
<td>$12</td>
</tr>
<tr>
<td>Lunch</td>
<td>$18</td>
</tr>
<tr>
<td>Dinner</td>
<td>$36</td>
</tr>
<tr>
<td>Incidentals</td>
<td>$5</td>
</tr>
<tr>
<td>First &amp; Last Day of Travel</td>
<td>$53.25</td>
</tr>
</tbody>
</table>

**Parking** – You will only be reimbursed for the contracted rate. Below is a list for approved lots for parking at DIA.

- **Canopy Parking** - Commerce City - 8100 Tower Road
- **DIAPark** - Aurora - 17151 E 32nd Ave
- **The Parking Spot** - Aurora - 19901 East 56th Ave
- **WallyPark** - Denver - 24200 East 78th Ave

**Abstract and registration**

- **Complete Abstract** Information for Conference before Sept 24th. Prep submission of the abstract prior to September 25th research track meeting. [http://www.wsmrf.net/](http://www.wsmrf.net/)

- **Finalize and pay for Abstract submission** on September 25th, Research Track meeting 1:00 pm – 3:00

  ED I North Room 1501 Computer Lab

Updated 8/2/13
(please note: your abstract needs to be completed before this session)

- **Registration** – Registration opens in November. Watch for email communication from research track coordinator for specific instructions.

## After Travel

- **Reimbursement Information**: After the trip is completed the [non-employee reimbursement form](#) needs to be completed, signed and submitted with all original itemized receipts to the research track coordinator. **Reimbursement requests must be submitted within 10 days of travel.**
  - **Personal Expenses** – Expenses incurred for traveler’s personal benefit – e.g., magazines, candy, athletic club fees, movie rentals, and other entertainment – are not allowable reimbursements.
Research Track Phase IV National Conference Guidelines

A. STUDENT INFORMATION for Airline (Katie will book airline tickets)

<table>
<thead>
<tr>
<th>Full Name (as it reads on your ID): XXX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell phone number</td>
</tr>
</tbody>
</table>

If using Passport (complete highlighted area)

<table>
<thead>
<tr>
<th>Issuing Country:</th>
<th>Expiration Date (mm/dd/yyyy):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>Nationality:</td>
</tr>
</tbody>
</table>

Additional Comments: Frequent flyer numbers, seat preferences, etc.

B. Dates of Travel:

<table>
<thead>
<tr>
<th>Date Leave</th>
<th>Date Return</th>
</tr>
</thead>
</table>

Flight Information (if you have a specific flight dates and times you would like to leave, please provide information):

C. National Conference Information

In order to complete Research Track requirements during your fourth year you need to attend a national/international meeting in the NAFTA zone (United States, Canada, and Mexico). You may attend conferences outside of the NSFIA zone, but it will not complete the Research Track requirement and may not be supported financially by the track.

National conference Website:

D. Before Travel

- Send travel information to research track coordinator (i.e. Full name on passport or driver’s license, birthdate, cell phone number) Refer to sections A, B and C.

- Book Hotel – Students need to book own hotel. (Students will be reimbursed after travel.) (Price should be under $200 per night.)
  - Use of the conference hotel is preferred. (the conference will set up deals for block of rooms)
  - Students will be reimbursed a maximum of $200 per night, only with an itemized receipt.

- Meals will only be reimbursed if conference is not providing a meal. (please note the reimbursement will only be for food and drink, (note: CU will not reimburse for alcohol)
  - Receipts need to be itemized with totals. (See example)
  - Only 1 person’s meal/drink on an itemized receipt.
  - Ask for a separate check for alcohol.
  - Write in the tip amount on your receipt.
  - Meal reimbursements will not exceed the recognized per diem rate. Per Diem is different for each state. Check with the research track coordinator for per diem rates.
*** Note*** Travel days you will not be reimbursed at full rate, you will only receive 75% reimbursement. Ask research track coordinator for additional information, regarding travel and reimbursement.

- **Shuttle/Taxi** – Check to see if the hotel has round trip shuttle from airport to hotel. If the hotel does not, reimbursement for round trip airport to hotel will be allowed, *only with an itemized receipt*.
- **Car Rental** – This is not covered under the travel and not reimbursable.
- **Baggage Fees** - Provide a receipt for all fees. Maximum reimbursement for 2 bags.
- **Parking** (below is a list for parking at DIA, if you park at the airport at a hirer rate you will only be reimbursed for the contracted rate).
  - **Canopy Parking**
    - Commerce City - 8100 Tower Road
  - **DIAPark**
    - Aurora - 17151 E 32nd Ave
  - **The Parking Spot**
    - Aurora - 19901 East 56th Ave
  - **WallyPark**
    - Denver - 24200 East 78th Ave

**Abstract and Registration**

- **Abstract Fee** - The conference may have an abstract fee, set up a time to meet with research track coordinator to arrange payment. *If you pay for registration out of pocket you will not be reimbursed until after the trip.*
- **Registration** – Set up a time to meet with research track coordinator to pay for registration. *If you pay for registration out of pocket you will not be reimbursed until after you travel.*
- **Poster for Conference** – Printing of a conference poster is available if provided to the research track coordinator 2 weeks prior to travel.

**After Travel**

- **Reimbursement Information**: After the trip is completed the *non-employee reimbursement form* needs to be completed, signed and submitted with all original itemized receipts to the research track coordinator. Reimbursement requests must be submitted within 10 days of travel.
  - **Personal Expenses** – Expenses incurred for traveler’s personal benefit – e.g., magazines, candy, athletic club fees, movie rentals, and other entertainment – are not allowable reimbursements.