



Title: Seligman Awards	Policy
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PURPOSE

To describe the rules and expectations associated with Departmental Seligman Awards.

ELIGIBILITY

OB/GYN Residents, Fellows, and Medical Students in good standing are eligible to apply for a Seligman Award. Applicants may receive one (1) award per fiscal year. In very extenuating circumstances, the Chair will consider requests for an additional award, but this is rare. The number of awards available each fiscal year may vary depending on usage and financial status of the endowed fund.

AWARD AMOUNT

Successful applicants will receive up to \$1,500. Awards may be used for the following:

- Research expenditures, including (but not limited to) statistical consulting services, software subscription fees, and participant incentives.
- Domestic and international travel to present research findings. For travel, preference may be given to applicants who are a first or primary author on the project.

APPLICATION PROCESS

The applicant will complete an electronic application form, available through the department wiki page. Once submitted, the form will automatically route for approvals from the Chair, Purchasing, Medical Education Manager and Program Director. If approved, the applicant will be notified via email within two weeks after submission of the request.

<https://app.smartsheet.com/b/form/4252cd7e42c647d78de965a2cd0d4d16> Travel Form

<https://app.smartsheet.com/b/form/c92de4949264496798cc621d9723f35f> Research Form

REPORTING

Progress and final reports are required. Progress reports should be submitted electronically to the Clinical Research Manager halfway through the project or after two months, whichever is first. Additional progress reports may be requested depending on the scope of the project. Final reports are due within one month of project completion. Upon receipt, the Clinical Research Manager will forward a copy of the final report to the Accountant 3 to acknowledge completion of the project.



DOCUMENT APPROVAL & TRACKING

Prepared by: Admin

Approved by: Eve Espey, MD, MPH

Approval: _____
 Chair, Department of Obstetrics and Gynecology Date

SOP # / Version #	Effective Date	Supersedes	Review Date	Summary of Change(s)
1	3/17/17	N/A		
2		Version 1		Formatting, award amount, application process