

Administrative Medicine Education Grant Application  
Application Process

1. The program is available for any Stony Brook University Hospital physician or dentist on the medical staff (full-time or voluntary) as well as all residents in approved training programs.
2. The total monies available per fiscal year (July 1 – June 30) will be \$15,000., intended to support no fewer than six meetings. Thus, the maximum support for any single meeting will be \$2500. If support for an applicant is less than \$2500 consideration will be given to supporting additional meetings so long as the total expense for the year is no greater than \$15,000 + or - \$750 (5%)
3. Support will be available for all expenses considered legitimate business expenses by the IRS, i.e., reasonable charges for personal travel, lodging, food and registration fees. All expenses must be approved by the Award Committee and submitted by the traveler, with completed invoices, after the meeting to the Medical Staff Office for submission to the Stony Brook Foundation for reimbursement.
4. All applicants must use the application form (see attached) which must be submitted to the **Medical Staff Office** fax# 444-6031. No applicant will be considered more than once in a year. Preference will be given to those who have not previously been awarded travel grants. **All applications must be submitted at least three months in advance of the intended meeting. Rarely, exception to this latter requirement may be allowed.**
5. An Award Committee will judge all applications and its decisions will be final. The Committee will report annually to the Medical Board and Medical Staff with a summary of the awardees and the meetings attended.
6. The Committee will consist of:
  - Chief Medical Officer
  - Chair of the Medical Executive Committee, (MEC)
  - Associate Medical Director for Quality Management
  - Associate Dean for Graduate Medical Education
  - Voluntary physician member of the Medical Board (to be selected by the MEC).
7. The Award Committee will meet as necessary to consider all existing applications. The Medical Staff office will notify the Committee of pending applications. The Committee will use its discretion in awarding travel grants but will attempt to spread out its awards over the course of the year so as to allow applicants a continuing opportunity to be supported.
8. All awardees must present some aspect of the meeting content to an appropriate hospital group. The applicant can suggest such a group on the application but the Award Committee may choose an additional and/or alternative group.

All questions concerning the program should be directed to the Medical Staff Office (444-2754) or the Medical Director's office [Dr. Biancianiello, (444-8067) or Dr. Greene (444-2721)].

**Stony Brook University Hospital Medical Staff**

**Administrative Medicine Education Grant Application**

- I. Name: \_\_\_\_\_
- II. Department: \_\_\_\_\_
- III. Title/Position: \_\_\_\_\_
- IV. Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
- V. Meeting Desired (use additional sheets if necessary.)
  - A. Name/Sponsoring Organization/website (if available)
  - B. Meeting Agenda (**attach copy**)
  - C. Date(s) of meeting/Date(s) of Attendance (if different) -
  - D. Location -
  - E. Estimated Cost -
    - 1. Registration
      - a. Meeting \_\_\_\_\_
      - b. Pre or post – meeting conference (if applicable) \_\_\_\_\_
    - 2. Lodging (specify name of hotel/room cost and total) \_\_\_\_\_
    - 3. Transportation
      - a. Ground \_\_\_\_\_
      - b. Air \_\_\_\_\_
- VI. Prior (past 2 years) Participation in Medical Staff and/or Hospital Activities (specify)

A. Medical Staff Committees (e.g., Medical Board, Medical Executive Committee, QA, Infection Control, etc.)

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B. Hospital Committees/Initiatives

1. CQI Efforts (e.g. Institute for Healthcare Improvement, Code “H”, etc.)

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2. Clinical Service Groups/Joint Practice Committees

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3. Hospital Committees (e.g., Medication Safety, Patient Safety)

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C. Other Hospital Efforts (specify)

1. Root Cause Analysis Teams/Failure Mode Effects Analysis Teams (FMEA)

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2. Ad hoc Task Forces, e.g., Patient Satisfaction

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D. Other Medical Staff Activities relevant to Administrative Medicine

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**The determination to award a member of the medical staff a grant under this program is solely related to the criteria set forth in the application and not related to the value or volume of referrals to the Hospital by the Medical staff member.**

**Please submit to Medical Staff Office Fax #444-6031**

**Location: T14N z=7718**

Questions related to this program should be addressed to Dr. William H. Greene, Associate Medical Director for Quality Management, Ext.: 4-2721 or to Dr. Thomas Biancaniello, Medical Director, Ext.: 4-8067