

An IPOT is a period of training Integral to the physicians training but not available at the parent institution. Trainees should submit an IPOT Funding Request to Navy GME at least 60 days before the course, meeting, seminar, or rotation. The following is recommended:

a. Please provide me with Navy GME AN "e-mail" from your Program Director or Program coordinator/manager identifying the conference/meeting/course/seminar as an integral part of your training, or as required, and justifying your conference.

Use template below for justification:

CME: Attendee is a Fellow of xyz and is not attending for CME.  
(Alternatively you can include their CME information in the standardized way: CA state license requires \_\_\_ CME every \_\_\_ year/s. Attendee currently has \_\_\_ for gathering cycle ending in 20\_\_.)

SKILLS ENHANCEMENT: Attendance at a national conference or course is a contract requirement/or integral part of training for graduation from civilian fellowship. Attendee is expected to attend all academic and skills enhancement opportunities at this event that are integral to his/her training.

\*\*IF PRESENTING ADD THE BELOW\*\*\*\*\*

PRESENTING: "Title of Presentation." Presentation is on ??? date.

b. Please complete an IPOT worksheet and return to Navy GME via e-mail. In the registration fees, please identify all courses, sessions you want to attend and their costs. DO NOT put your SSN on this form. Navy GME will complete the dollar amounts on page 2.

c. Please identify any parking, toll, or shuttle costs. Just put it anywhere on the IPOT worksheet so Navy GME understand the cost.

d. Please provide a link to the course.