

**Thomas Jefferson University
Jefferson College of Graduate Studies
Postdoctoral Travel Fellowship
Application Guidelines**

The Dean's Office and the Office of Postdoctoral Affairs of the Jefferson College of Graduate Studies are providing funds for the Postdoctoral Travel Fellowships. The Postdoctoral Travel Fellowships are used to partially defray the cost of attending a symposium at which the postdoctoral fellow is making a presentation related to their current postdoctoral research.

Guidelines for submitting applications are outlined below:

1. Only postdoctoral fellows are eligible to apply. Fellows should be in at least the second year of a postdoctoral position at Jefferson by the time the meeting takes place.
2. Awards are used to help defray the cost of attending a national or other major meeting related to the postdoctoral fellow's research in which the fellow is making a presentation. Final awards will require documentation that the postdoctoral fellow's abstract has been accepted for presentation.
3. The Awards and Fellowships Committee of the Graduate Council will review all applications and select award recipients.
4. Applications may be submitted at any of three deadlines throughout the year: October 1 (for travel after November 1), February 1 (for travel after March 1), and June 1 (for travel after July 1). Selections of all awards will be made within 30 days of each application deadline. All applicants will be notified of the determination of their applications by the first of the month following the application deadline.

Applicants must keep these deadlines in mind when submitting applications to allow sufficient time for making arrangements to attend the meeting should their application be selected for funding.

Awards will not be made on a retroactive basis (i.e. for meetings attended prior to the date of award selection).

5. Postdoctoral fellows can receive only one award during their time at Jefferson.
6. Postdoctoral fellows whose applications were not selected may resubmit new applications in future award cycles.
7. Please complete the Application Checklist and make sure the following information is included in your application:
 - a. Cover letter from postdoctoral fellow including the following information in a summary format.
 - Postdoctoral fellow's name, department, and start date of postdoctoral position at Jefferson (month/year)
 - Name, location, and date of meeting
 - Reference of all attachments that are included in the application
 - b. Descriptive information about the meeting including a copy of the meeting announcement or call for abstracts.
 - c. Copy of the submitted, or proposed to be submitted, abstract. Final documentation that your abstract has been accepted must be provided before you can receive any approved award.
 - d. CV or biosketch that includes publications and awards
 - e. Letter of recommendation from the postdoctoral fellow's advisor
 - f. Itemized estimate of transportation, lodging, meals, registration, and all other expenses
 - g. List of similar meetings already attended
 - h. Short explanation by the postdoctoral fellow of how travel to this meeting will help the fellow's career
 - i. Brief explanation by the postdoctoral fellow or postdoctoral advisor on whether the application is need-based, which could include grant funding issues.
8. Applications must be sent by the deadlines noted above to the following address:

Postdoctoral Travel Fellowship
Jefferson College of Graduate Studies
Office of Postdoctoral Affairs
1020 Locust Street
Jefferson Alumni Hall, M-60
Philadelphia, PA 19107
9. These application guidelines are posted on the Office of Postdoctoral Affairs website, www.jefferson.edu/jcgs/postdoc. Announcements will be sent to postdoctoral fellows. However, postdoctoral fellows are advised to retain this information and have it available for their use when needed.
10. Any general questions related to Postdoctoral Travel Fellowships should be directed to Lisa Kozlowski, PhD, Associate Dean for Postdoctoral Affairs and Recruitment, at (215) 503-5750 or lisa.kozlowski@jefferson.edu. Any financial questions once the fellowship has been awarded should be directed to the Graduate College's Finance Office at (215) 503-0150.

Jefferson College of Graduate Studies
Postdoctoral Travel Fellowship
Application Checklist

Date: _____

Name: _____

E-mail Address: _____

Lab/Mailing Address: _____

Department: _____

Postdoctoral Advisor: _____

Advisor's Office/Mailing Address: _____

Advisor's E-mail Address: _____

Start Date of Jefferson Postdoc Position: _____

Application Batch: Deadline October 1 February 1 June 1

Please complete the checklist below and attach copies of all requested items to your application.
Incomplete applications will not be processed.

Submit your application package by the noted deadline to the following address:

Postdoctoral Travel Fellowship
Jefferson College of Graduate Studies
Office of Postdoctoral Affairs
1020 Locust Street
Jefferson Alumni Hall, Room M-60
Philadelphia, PA 19107

Checklist for Postdoctoral Travel Fellowship Application

- 1. Cover letter including the following information in a summary format
 - Name, department, postdoctoral advisor, and start date of Jefferson postdoctoral position (month/year)
 - Name, location, and date of meeting
 - Reference of all attachments that are included in the application
- 2. Descriptive information about the meeting including a copy of the meeting announcement or call for abstracts
- 3. Presentation Abstract
 - Copy of the submitted, or proposed to be submitted, abstract
 - Final documentation that your abstract has been accepted must be provided before you can receive any approved award
- 4. CV or biosketch that includes publications and awards
- 5. Letter of recommendation from the postdoctoral fellow's advisor
- 6. Itemized estimate of transportation, lodging, meals, registration, and all other expenses
- 7. List of similar meetings already attended
- 8. Short explanation by the postdoc of how travel to this meeting will help the postdoc's career
- 9. Brief explanation by the postdoc or postdoctoral advisor on whether the application is need-based, which could include grant funding issues

Do not write below this line - For JCGS PTF Coordinator Use Only:

Date Received: _____

Application Complete: _____

Sent to PTF Committee on: _____