

**Thomas Jefferson University
Jefferson Graduate School of Biomedical Sciences
JGSBS Alumni Association Graduate Student Travel Fellowship
Application Checklist**

Date: _____

Name: _____

E-mail Address: _____

Lab/Mailing Address: _____

Degree/Program: _____

Year in Program: _____

Faculty/Thesis Advisor: _____

Advisor's Office/Mailing Address: _____

Advisor's E-mail Address: _____

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.

Applications must be received by the noted deadline at the following address:

**JGSBS Alumni Association Graduate Student Travel Fellowship
Jefferson Graduate School of Biomedical Sciences
Jefferson Alumni Hall, Room M-46
1020 Locust Street
Philadelphia, PA 19107**

Checklist for Travel Fellowship Application

- 1. Cover letter from student including the following information:
 - Student's name, program, advisor and year in program
 - Name, location, and date of meeting
 - Short explanation of how travel to this meeting will help the student's graduate career
 - List of attachments included in the application packet
- 2. Descriptive information about the meeting including a copy of the meeting announcement or call for abstracts
- 3. Copy of the submitted, or proposed to be submitted, abstract that includes all authors and their affiliations
- 4. Student's curriculum vitae (CV) or biosketch that includes publications and awards
- 5. Letter of recommendation from student's faculty/thesis advisor
- 6. List of thesis advisor's funding, e.g. include the NIH Just In Time (JIT) 'other support' page with current support only
 - If student has their own funding, please list award and note if travel funding is included and amount budgeted
 - If you are a MS student, please contact Eleanor Gorman at 3-5799 for additional information on this item
- 7. List of meetings attended during the past 3 years and source of support
 - If any of these meetings were funded by a previous JGSBS Alumni Association Graduate Student Travel Fellowship, please indicate the name of the meeting, date, and amount of the fellowship
- 8. Itemized estimate of registration, transportation, lodging, meals, and all other expenses

Do not write below this line - For JGSBS Use Only:

Date Received: _____

Application Complete: _____

Sent to Committee: _____

Thomas Jefferson University
Jefferson Graduate School of Biomedical Sciences
JGSBS Alumni Association Graduate Student Travel Fellowship
Application Guidelines

A limited number of Travel Fellowships are available for Jefferson Graduate School of Biomedical Sciences (JGSBS) students. The Fellowships, funded by the Alumni of JGSBS, are used to partially defray the cost of attending a scientific meeting or symposium **at which the student is making a presentation and that is related to the student's graduate study**. Guidelines for submitting applications are as follows:

1. All graduate students matriculated into a degree program, e.g. Doctor of Philosophy (PhD), combined MD/PhD, or Master of Science (MS), are eligible to apply.
 - PhD and MD/PhD student applicants are eligible to apply beginning in their first year of PhD study for meetings that take place in their second year.
 - MS student applicants are eligible to apply following successful completion of their thesis proposal for work directly related to their research project.
2. Fellowships are used to help defray expenses related to the meeting's registration, transportation, lodging, and meal costs. A maximum of \$1,200 per successful application will be granted. Please note that additional funding from other sources may be necessary to cover the total costs of attendance.
3. The Awards & Fellowships Committee of the JGSBS Graduate Council will review all applications and make recommendations to JGSBS Graduate Council. The JGSBS Graduate Council renders the final decision regarding fellowships.
4. Applications may be submitted at any of three deadlines throughout the year: October 1, February 1, and June 1. Selection of applicants will be made within 30 days of each application deadline. The applicants will be informed of decisions 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. Fellowships will not be made on a retroactive basis (i.e. for meetings attended prior to the date of fellowship selection).
5. An applicant may submit only one application per cycle. Applications to multiple meetings from one individual will not be considered within the same cycle.
6. Past recipients may apply for a second fellowship, but preference will be given to students who have not already received a travel fellowship. A student may only receive a maximum of \$2,400 (typically two fellowships) per degree granting program, during their graduate tenure.
7. Students whose applications were not selected may resubmit new applications in future fellowship cycles.
8. Successful applicants will need to provide documentation that the applicant's abstract has been accepted for presentation.
9. Recognition of receipt of the JGSBS Alumni Association Graduate Student Travel Fellowship should be included in acknowledgements of poster or platform presentations.
10. The following information needs to be included in your application:
 - a. Application Checklist.
 - b. Cover letter from student including the following information.
 - Student's name, program, advisor, and year in program
 - Name, location, and date of meeting
 - Short explanation by the student of how travel to this meeting will help the student's graduate career
 - List of attachments included in the application
 - c. Descriptive information about the meeting including a copy of the meeting announcement or call for abstracts.
 - d. Copy of the submitted, or proposed to be submitted, abstract that includes all authors and their affiliations.
 - e. Student's curriculum vitae (CV) or biosketch.
 - f. Letter of recommendation from the student's faculty or thesis advisor. The letter must include a statement indicating that the meeting is relevant to the student's research project.
 - g. List of faculty/thesis advisor's funding, e.g. include the NIH Just In Time (JIT) 'other support' page with current support only
 - If student has their own funding, please list award and note if travel funding is included and amount budgeted.
 - If you are a MS student, please contact Eleanor Gorman at 3-5799 for additional information on this item
 - h. List of meetings attended during the past 3 years and source of support.
 - If any of these meetings were funded by a previous JGSBS Alumni Association Graduate Student Travel Fellowship, please indicate the name of the meeting, date, and amount of the fellowship.
 - i. Itemized estimate of registration, transportation, lodging, meals, and all other expenses.
11. Any general questions related to JGSBS Student Travel Fellowships should be directed to Eleanor Gorman at (215) 503-5799 or eleanor.gorman@jefferson.edu. Any financial questions once a fellowship has been granted should be directed to the Graduate School's Finance Office at (215) 503-0150 or theresa.leib@jefferson.edu. Applications must be received by the deadlines noted above at the following address:

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