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. Awards 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 awarded. 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 Graduate Council will review all applications and make recommendations to Graduate Council. The Graduate Council renders the final decision regarding awards.

4. Applications may be submitted at any of three deadlines throughout the year: October 1, February 1, and June 1. Selection of awardees 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. Awards will not be made on a retroactive basis (i.e. for meetings attended prior to the date of award 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 award, but preference will be given to students who have not already received a travel award. A student may only receive a maximum of $2,400 (typically two awards) per degree granting program, during their graduate tenure.

7. Students whose applications were not selected may resubmit new applications in future award 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. Cover letter from student including the following information.
      - Student’s name, program, 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
   b. Descriptive information about the meeting including a copy of the meeting announcement or call for abstracts.
   c. Copy of the submitted or proposed abstract.
   d. 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.
   e. List of meetings already attended and source of support.
      - If any of these meetings were funded by a previous JGSBS Alumni Association Graduate Student Travel Fellowship award, please indicate the name of the meeting, date, and amount of the award.
   f. Itemized estimate of registration, transportation, lodging, and meal costs.
   g. Copy of student’s curriculum vitae or biosketch.
   h. Application Checklist.

11. Questions related to the JGSBS Alumni Association Graduate Student Travel Fellowship should be directed to the Graduate School’s Finance Office at Theresa.Leib@jefferson.edu. Applications must be received by the deadlines noted above at the following address:

Jefferson Alumni Hall, M-63
1020 Locust Street
Philadelphia, PA  19107

Revised: September 2012
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:  
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-63  
1020 Locust Street  
Philadelphia, PA 19107

Checklist for Travel Fellowship Application

☐ 1. Cover letter from student including the following information:
   • Student’s name, program, 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

☐ 2. Descriptive information about the meeting including a copy of the meeting announcement or call for abstracts

☐ 3. Copy of the submitted or proposed abstract

☐ 4. Letter of recommendation from student’s faculty/thesis advisor

☐ 5. List of meetings already attended and source of support
   • If any of these meetings were funded by a previous JGSBS Alumni Association Graduate Student Travel Fellowship award, please indicate the name of the meeting, date, and amount of the award.

☐ 6. Itemized estimate of registration, transportation, lodging, and meal costs

☐ 7. Copy of student’s curriculum vitae or biosketch

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

Date Received:  
Application Complete:  
Sent to Committee:  

Revised: September 2012