Jefferson Graduate School of Biomedical Sciences
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 Graduate School of Biomedical Sciences
1020 Locust Street
Jefferson Alumni Hall, Room M-46
Philadelphia, PA 19107

Checklist for Postdoctoral Travel Fellowship Application

☐ 1. Cover letter including the following information
   □ Name, department, postdoctoral advisor, and start date of Jefferson postdoctoral position (month/year)
   □ Name, location, and date of meeting
   □ Short explanation by the postdoc of how travel to this meeting will help the postdoc’s 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. Curriculum Vitae (CV) or biosketch that includes publications and awards

☐ 5. Letter of recommendation from the postdoctoral fellow’s advisor

☐ 6. List of postdoctoral advisor’s funding, e.g., include the NIH Just In Time (JIT) ‘other support’ page with current support only
   □ If postdoc has their own funding, please list award and note if travel funding is included and amount budgeted

☐ 7. Itemized estimate of transportation, lodging, meals, registration, and all other expenses

☐ 8. List of meetings attended during the past 3 years and source of support

☐ 9. Brief explanation by the postdoc or postdoctoral advisor on whether the application is need-based, which could include funding issues

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

Date Received: ____________________________

Application Complete: ____________________________

Sent to PTF Committee on: ____________________________

Revised: April 2014
Thomas Jefferson University
Jefferson Graduate School of Biomedical Sciences
Postdoctoral Travel Fellowship
Application Guidelines

The Dean’s Office and the Office of Postdoctoral Affairs of the Jefferson Graduate School of Biomedical Sciences (JGSBS) are providing funds for a limited number of Postdoctoral Travel Fellowships. The Postdoctoral Travel Fellowships are used to partially defray the cost of attending a scientific meeting or symposium at which the postdoctoral fellow is making a presentation related to their current postdoctoral research.

Guidelines for submitting applications are as follows:

1. Only Jefferson 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. Fellowships are used to help defray expenses related to the meeting’s registration, transportation, lodging, and meal costs. A maximum of $800 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 and Fellowships Committee of the JGSBS Graduate Council will review all applications and make recommendations to 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. Selections of applicants will be made within 30 days of each application deadline. All applicants will be informed 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 selection).

5. Postdoctoral fellows can receive only one fellowship during their time in a postdoctoral position at Jefferson.

6. Postdoctoral fellows whose applications were not selected may resubmit new applications in future fellowship cycles.

7. Successful applicants will need to provide documentation that the applicant’s abstract has been accepted for presentation prior to receipt of fellowship.

8. Recognition of receipt of the JGSBS Postdoctoral Travel Fellowship should be included in acknowledgements of poster or platform presentations.

9. Complete the Application Checklist and make sure the following information is included in your application:
   a. Application checklist.
   b. Cover letter from postdoctoral fellow including the following information in a summary format.
      • Postdoctoral fellow’s name, department, postdoctoral advisor, and start date of postdoctoral position at Jefferson (month/year)
      • Name, location, and date of meeting
      • Short explanation by the postdoc of how travel to this meeting will help the fellow’s career
      • List of attachments included in the application packet
   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. Curriculum Vitae (CV) or biosketch that includes publications and awards
   f. Letter of recommendation from the postdoctoral fellow’s advisor
   g. List of postdoctoral advisor’s funding, e.g. include the NIH Just In Time (JIT) ‘other support’ page with current support only.
      • If postdoc has their own funding, please list fellowship and note if travel funding is included and amount budgeted.
   h. Itemized estimate of transportation, lodging, meals, registration, and all other expenses.
   i. List of meetings attended during the past 3 years and source of support.
   j. Brief explanation by the postdoctoral fellow or postdoctoral advisor on whether the application is need-based, which could include funding issues.

10. Applications must be received by the deadlines noted above to the following address:
    Postdoctoral Travel Fellowship
    Jefferson Graduate School of Biomedical Sciences
    1020 Locust Street
    Jefferson Alumni Hall, M-46
    Philadelphia, PA 19107

11. Any general questions related to Postdoctoral 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.

Revised May 2014