Thomas Jefferson University  
Jefferson College of Biomedical Sciences  
Postdoctoral Travel Fellowship  
Application Guidelines

The Dean’s Office and the Office of Postdoctoral Affairs of the Jefferson College of Biomedical Sciences (JCBS) are providing funds for 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 or for a career/professional development opportunity, such as a course or workshop not available at Jefferson. 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 or course takes place.

2. Fellowships are used to help defray expenses related to the meeting or course’s registration, transportation, lodging, and meal costs. A maximum of $1000 per successful application will be granted. Please note that additional funding from other sources may be necessary to cover the total costs of attendance. Postdocs are expected to apply for travel support from the conference or course, if available.

3. The Awards and Fellowships Committee of the JCBS Graduate Council will review all applications and make recommendations to Council. The JCBS 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. 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 or course should their application be selected for funding. Fellowships will not be made on a retroactive basis (i.e. for meetings or courses 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 or participation prior to receipt of the fellowship.

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

9. The following information must be 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, course, workshop, etc.
      - 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, where appropriate.
   d. Explanation by the postdoc of how this meeting or course will help the fellow’s career
   e. Copy of the submitted, or proposed to be submitted, abstract that includes all authors and their affiliations, where appropriate
   f. Curriculum Vitae (CV) or biosketch that includes publications and awards.
   g. Letter of recommendation from the postdoctoral fellow’s advisor.
   h. 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.
   i. Itemized estimate of registration, transportation, lodging, meals, and all other expenses. Postdocs are expected to apply for travel support from the conference or course, if available.
   j. List of meetings attended during the past 3 years and source of support.
   k. 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 College of Biomedical Sciences  
    1020 Locust Street  
    Jefferson Alumni Hall, M-46  
    Philadelphia, PA 19107

11. Any questions related to Postdoctoral Travel Fellowships should be directed to Eleanor Gorman at (215) 503-5799 or eleanor.gorman@jefferson.edu.