

Thomas Jefferson University
Jefferson College of Graduate Studies
Alumni Travel Fellowship
Application Guidelines

Contributions from Alumni of the Jefferson College of Graduate Studies are used to fund Alumni Travel Fellowships for graduate students. The Alumni Travel Fellowships are used to partially defray the cost of attending a symposium at which the student is making a presentation related to the student's graduate study.

Guidelines for submitting applications are outlined below:

1. All graduate students matriculated into a degreed program, both Doctoral and Master of Science, are eligible to apply. Doctoral students should be in at least their third year of study.
2. Awards are used to help defray the cost of attending a national or other major meeting related to the student's graduate study in which the student is making a presentation. Final awards will require documentation that the student's abstract has been accepted for presentation. Under special circumstances and with the recommendation of the student's program director, travel fellowships may be awarded to students who can gain significant knowledge from attending the symposium without actually giving a 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, February 1, and June 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. Past recipients may apply for a second award if funds are available, but preference will be given to students who have not already received awards, and any second awards will be at a reduced level.
6. Students 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 student including the following information in a summary format.
 - Student's name, program, and year in program
 - 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. If you are not submitting an abstract or making a presentation, you must also provide a letter of recommendation from your program's director justifying your request.
 - d. Letter of recommendation from the student's faculty or thesis advisor
 - e. List of similar meetings already attended
 - f. Itemized estimate of airfare, lodging, meals, registration, and all other expenses
8. Applications must be sent by the deadlines noted above to the following address:

Alumni Travel Fellowship
Jefferson College of Graduate Studies
Office of the Dean
1020 Locust Street
Jefferson Alumni Hall, M-63
Philadelphia, PA 19107
9. These application guidelines are posted on the Graduate College's website, www.jefferson.edu/jcgs. Announcements may be sent to students or be published in various student-related publications. However, students are advised to retain this information and have it available for their use when needed.
10. Any questions related to Alumni Travel Fellowships should be directed to the Graduate College's Finance Office at (215) 503-0150.

**Jefferson College of Graduate Studies
Alumni Travel Fellowship
Application Checklist**

Date: _____

Student: _____

Degree/Program: _____

Year in Program: _____

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:

Alumni Travel Fellowship
Jefferson College of Graduate Studies
Office of the Dean
1020 Locust Street
Jefferson Alumni Hall, Room M-63
Philadelphia, PA 19107

Checklist for Alumni Travel Fellowship Application

- 1. Cover letter including the following information in a summary format
 - Name, program, and year in program
 - 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
 - If you are not submitting an abstract or making a presentation, you must also provide a letter of recommendation from your program's director.
- 4. Letter of recommendation from your faculty/thesis advisor
- 5. Itemized estimate of airfare, lodging, meals, registration, and all other expenses
- 6. List of similar meetings already attended
 - Were any of these meetings funded by a previous Alumni Travel Fellowship Award? yes no
 - If so, please indicate below the name of the meeting, date, and amount of the award.

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

Date Received: _____

Application Complete: _____

Sent to ATF Committee on: _____