

Jefferson College of Life Sciences (JCLS) Alumni Association Graduate Student Travel Fellowship Application Guidelines

A limited number of fellowships are available for Jefferson College of Life Sciences (JCLS) students. The Fellowships, funded by the Alumni of JCLS, are used to partially defray the cost of attending a scientific meeting or symposium at which the student is making a presentation that is related to the student's graduate study 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. All graduate students who matriculated into a degree program, e.g. Doctor of Philosophy (Ph.D.), combined MD/Ph.D., or Master of Science (MS) are eligible to apply.
 - a. PhD and MD/PhD student applicants are eligible to apply after they have completed a comprehensive/preliminary exam
 - b. MS student applicants in programs that require a thesis or a capstone project are eligible to apply following approval of their thesis or capstone proposal for work directly related to their research project.
 - c. MS student applicants in programs that do not require a thesis or capstone should contact Dr. Lisa Kozlowski, JCLS Associate Dean, at lisa.kozlowski@jefferson.edu before submitting an application.
2. Fellowships are used to help defray expenses related to the meeting or course registration, transportation, lodging, and meal costs. Up to a maximum of \$1,200.00 per successful application will be granted. Please note that additional funding from other sources may be necessary to cover the total costs. Students are expected to apply for travel support from the conference or course, if available.
3. The Awards & Fellowships Committee of the JCLS Executive Committee will review all applications and make recommendations to the JCLS Executive Committee. The JCLS Executive Committee 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, or the Monday after the 1st if it falls on the weekend. Applications will not be considered nor will fellowships be made on a retroactive basis (i.e. for meetings or courses attended prior to the first of the month as noted below). Applicants will be informed of decisions by the first of the month following the application deadline. The below table should be consulted to determine eligibility for each application deadline. Applicants must keep these deadlines in mind when submitting applications to allow sufficient time for application review and processing, and when making arrangements to attend the planned meeting or course. Due to the high volume of applications received, there can be no guarantee of funding and thus alternate resources should be identified before travel commitments are made, as noted in Guideline #2.

Application Deadline	Earliest Possible Start Date for Meeting/Course
February 1	March 1
June 1	July 1
October 1	November 1

5. An applicant may submit only one application per cycle. Applications to multiple meetings or courses from one student 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 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 abstracts have been accepted for presentation or participation.
9. Recognition of receipt of the JCLS Alumni Association Graduate Student Travel Fellowship should be included in acknowledgments of poster or platform presentations.
10. **The following information needs to be included in your application in one (combined) PDF in the order listed below. Applications submitted outside of this format may not be accepted nor reviewed.**
 - a. Application Checklist
 - b. Cover letter from student including the following information
 - i. Student's name, program, advisor, and year in the program
 - ii. Name, location, and date of the meeting, course, workshop, etc.
 - iii. Abstract submission deadline
 - iv. List of attachments included in the application packet
 - c. Descriptive information about the meeting or course, workshop, etc., including a copy of the meeting announcement and call for abstracts, where appropriate
 - d. Explanation by the student of how this meeting or course will help the student's graduate career
 - e. Copy of the submitted, or proposed to be submitted, abstract that includes all authors and their affiliations, where appropriate
 - f. Student's curriculum vitae (CV) or biosketch
 - g. Letter of recommendation from the student's faculty or thesis advisor
 - h. List of faculty/thesis advisor's funding, e.g. include the NIH Just in Time (JIT) 'other support' page with current support only
 - i. If students have their own funding, please list awards and note if travel funding is included and the amount budgeted
 - ii. If you are an MS student, please contact **Dawn Berkbigler at 215-503-0154 or dawn.berkbigler@jefferson.edu** for additional information on this item
 - i. Brief explanation by the student or student's advisor on whether the application is need-based, which could include funding issues
 - j. List of meetings attended during the past 3 years and source of support
 - i. If any of these meetings were funded by a previous JCLS Alumni Association Graduate Student Travel Fellowship, please indicate the name of the meeting, date, and amount of the fellowship
 - k. Itemized estimate of registration, transportation, lodging, meals, and all other expenses
 - i. Students are expected to apply for travel support from the conference or course, if available
11. Any general questions related to JCLS Graduate Student Travel Fellowships should be directed to Dawn Berkbigler at Dawn.Berkbigler@jefferson.edu. Any financial questions once a fellowship has been granted should be directed to the JCLS Finance Office at (215) 503-0150.
12. Applications must be received via e-mail by the deadlines noted above at the following address: Dawn.Berkbigler@jefferson.edu.