



Student Poster & Travel Support Request

The Jefferson College of Population Health provides poster and travel support to eligible students and alumni to help defray costs associated with their attendance at professional conferences.

Priority is given to students and alumni delivering a peer-reviewed podium or poster presentation at a regional, national or other major meeting related to their degree program. Applications for other reasons will also be considered.

To be eligible for support, students must be in good academic standing. Alumni must be presenting at/attending a conference/meeting within 12 months of the date of receipt of their degree. Awards are capped at \$500 per student per year. An additional \$100 per poster printing/travel is available for up to three posters per year.

Students should be aware of the following conditions:

- Awards for travel expenses are not made on a retroactive basis (i.e., for conferences/meetings attended prior to the date of approval).
- Preference is given to applicants who have not been previously funded.
- Applications for travel support should be made at least 30 days prior to the event to guarantee consideration of review. Students will hear back within 2 weeks of submitting a request.
- Applicants should complete this request form with required documentation and submit it to the Director of the Office of Academic Affairs. If expenses are approved, the student will resubmit the form with all receipts after the event.
- All awards are subject to availability of funding.
- All posters and presentations must have the Jefferson logo on them (see the *Student Handbook* for more information).

Student Information

Student Name: _____ Campus Key: _____

Email: _____ Date Submitted: _____

Program: ☐ Graduate Certificate ☐ Master's ☐ Doctoral (PhD)

Program Name: _____ Credits Completed: _____

Purpose of Request

Poster Reimbursement: _____ Travel Support: _____ Other: _____

For Poster Reimbursement

Please attach a copy of the poster on 8.5" x 11" paper and any information that will be useful including conference itineraries or poster acceptance emails.

Title of Poster: _____

Purpose of Poster: (course requirement, conference, etc.) _____

Amount Requested: \$ _____

For Travel Award

If attending as a presenter, please attach the following:

- *Copy of meeting/conference announcement*
- *Copy of invitation to present*
- *Copy of presentation abstract or poster*
- *Letter of support from faculty member or program director*

If attending as an officer, delegate or other, please attach the following:

- *Copy of meeting/conference announcement*
- *Description of activities/responsibilities at event*
- *Letter of support from faculty member or program director*

Name of Conference/Meeting: _____

Location: _____ Dates: _____

Reason for Attending: _____

Registration \$ _____

Airfare \$ _____

Hotel \$ _____

Total Amount Requested \$ _____

For **Other Support**, please attach a letter describing the request and amount requested.

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☐ Request Approved for \$ _____ ☐ Request Denied; _____

Director, OAA (Signature): _____ Date: _____