

**Thomas Jefferson University  
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 and 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 matriculated into a degreed program, e.g. Doctor of Philosophy (PhD), combined MD/PhD, or Master of Science (MS) are eligible to apply.
  - PhD and MD/PhD student applicants are eligible to apply beginning in their second year of PhD study, but they must have passed their preliminary exam before the meeting or course takes place.
  - MS student applicants are eligible to apply following approval of their thesis proposal for work directly related to their research project.
2. Fellowships are used to help defray expenses related to the meeting or course's registration, transportation, lodging, and meal costs. A maximum of \$1,200 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 Graduate Council will review all applications and make recommendations to JCLS Graduate Council. The JCLS 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. 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 abstract have been accepted for presentation or participation.
9. Recognition of receipt of the JCLS Alumni Association Graduate Student Travel Fellowship should be included in acknowledgements of poster or platform presentations.
10. The following information needs to be included in your application:
  - a. Application Checklist.
  - b. Cover letter from student including the following information.
    - Student's name, program, advisor, and year in program
    - Name, location, and date of meeting, course, workshop, etc.
    - 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
    - If a student has their own funding, please list award and note if travel funding is included and amount budgeted.
    - If you are a MS student, please contact Danielle Park at 3-0164 for additional information on this item
  - i. List of meetings attended during the past 3 years and source of support.

- 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.
- j. Itemized estimate of registration, transportation, lodging, meals, and all other expenses.
- Students are expected to apply for travel support from the conference or course, if available.
11. Any general questions related to JCLS Student Travel Fellowships should be directed to Danielle Park at (215) 503-0164 or [Danielle.Park@jefferson.edu](mailto:Danielle.Park@jefferson.edu). Any financial questions once a fellowship has been granted should be directed to the JCLS Finance Office at (215) 503-0150. Applications must be received by the deadlines noted above at the following address:

JCLS Alumni Association Graduate Student Travel Fellowship  
Jefferson College of Life Sciences  
Jefferson Alumni Hall, M-63  
1020 Locust Street  
Philadelphia, PA 19107

Revised: September 2018

Thomas Jefferson University  
Jefferson College of Life Sciences  
JCLS Alumni Association Graduate Student Travel Fellowship  
Application Checklist

Date: \_\_\_\_\_

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Lab/Mailing Address: \_\_\_\_\_

Degree/Program: \_\_\_\_\_

Year In Program: \_\_\_\_\_

Faculty/Thesis Advisor: \_\_\_\_\_

Advisor's Office/Mailing Address: \_\_\_\_\_

Advisor's E-mail Address: \_\_\_\_\_

Department's Financial Manager: \_\_\_\_\_

Financial Manager's E-mail Address: \_\_\_\_\_

Departmental Charge Code: \_\_\_\_\_

(will be used to arrange transfer of funds if award is received)

Application For:  Scientific Meeting  
 Course, Workshop, or Other Career/Professional Development Opportunity

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. Applications must be received by the noted deadline at the following address:

JCLS Alumni Association Graduate Student Travel Fellowship  
Jefferson College of Life Sciences  
Jefferson Alumni Hall, Room M-63  
1020 Locust Street  
Philadelphia, PA 19107

**Checklist for Travel Fellowship Application**

1. Cover letter from student including the following information:
  - Student's name, program, advisor and year in program
  - Name, location, and date of meeting, course, workshop, etc.
  - List of attachments included in the application packet
2. Descriptive information about the meeting, course, workshop, etc., including a copy of the meeting announcement and call for abstracts, where appropriate
3. Explanation of how this meeting, course, workshop, etc. will help the student's graduate career
4. Copy of the submitted, or proposed to be submitted, abstract that includes all authors and their affiliations, where appropriate
5. Student's curriculum vitae (CV) or biosketch that includes publications and awards
6. Letter of recommendation from student's faculty/thesis advisor
7. List of thesis advisor's funding, e.g. include the NIH Just In Time (JIT) 'other support' page with current support only
  - If student has their own funding, please list award and note if travel funding is included and amount budgeted
  - If you are a MS student, please contact Danielle Paik at 3-0164 for additional information on this item
8. List of meetings attended during the past 3 years and source of support
  - 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
9. Itemized estimate of registration, transportation, lodging, meals, and all other expenses
  - Students are expected to apply for funding from the meeting or course, if available

Do not write below this line - For JCLS Use Only:

Date Received: \_\_\_\_\_

Application Complete: \_\_\_\_\_

Sent to Committee: \_\_\_\_\_