



Travel Funding for Students: Administrative Policy

I. Purpose

In support of student research and scholarship, undergraduate and master's level students who are currently enrolled in a Dornsife School of Public Health degree program may apply for travel funding to be used to support dissemination of their scholarly work. Scholarly work, in this context, refers to presentation, poster, paper, or project to be presented at a conference. The DSPH fund is intended to assist in filling funding gaps.

II. Eligibility Requirements and Criteria

- A. The applicant is a current and full-time DSPH undergraduate and master's level student.
- B. The applicant must have a minimum cumulative 3.0 GPA.
- C. An applicant may receive up to \$200 in travel funds once per academic year.
- D. The request must be submitted at least four weeks prior to the travel date.
- E. The applicant must not have attended the conference before.
- F. The travel funds cannot pay for anyone who has graduated at the time of application to travel.
- G. If the presentation is for a team project, then the team submits one application. Please note that only current DSPH students within the team are eligible to receive travel support from this fund.
- H. These funds cannot be applied retroactively. Applicants must apply for funding before the date of travel (allow at least 4 weeks for application processing).
- I. Scholarly work should be of the highest quality to be considered for funding. The applicant must be the primary author.
- J. Preference is given to students who:
 - a. are near the end of their program,
 - b. have not requested funding from the department before,
 - c. submit their requests with significant, advance notice,
 - d. have a cumulative GPA above 3.5.

III. Application Process

- A. To apply, complete the funding request form and send it to Phi Nguyen, Assistant Dean of Students, at pnn25@drexel.edu. An application includes the following information:
 - a. A title sheet with the project name/title, team member(s), unit & college affiliations.
 - b. The title of the conference, date(s), and location.
 - c. A detailed budget: eligible expenses include conference registration, transportation (including flights, taxi, train, car rental, mileage or gas), accommodations, and meals (alcohol is not an eligible expense). If students are presenting with other students, shared accommodations will be preferred when possible. Include other funding sources, if available.
 - d. A copy of or link to the accepted presentation, poster, paper, or project. An abstract is also acceptable.
 - e. Written evidence that the paper or project was accepted for presentation.

**IV. Deadlines**

- A. Program funding requests must be submitted at least four (4) weeks prior to the conference.
- B. Travel support decisions will be made on a case by case basis the Associate Dean of Students. Approval is based on available funds and quality of the submission. In some cases, partial funding may be approved. Incomplete applications will not be considered. Not all applications will be successful in obtaining funding.
- C. Detailed original receipts must be submitted for reimbursement within 2 weeks of travel. Traveler must include evidence of conference attendance (name badge, program, etc.). If a group of students are traveling, all receipts must be submitted at the same time and clearly state which student paid for which expense.
- D. Applicants will receive notice of any awarded funding within 2 business weeks from the date of submission.

V. Application

In addition to the request form, your submission packet must include:

Budget Estimate and Description

Your submission must include a comprehensive budget estimate that outlines the total budget broken down by all funding sources with amounts. In addition, you should provide a written summary explaining your budget proposal.

Resume

Each submission must include an updated copy of your resume, which includes co-curricular involvement.

Presentation, Poster, Paper, or Project

Please include a copy or a link to the paper or project that was accepted for presentation. Additionally, include written evidence that the paper or project that was accepted for presentation.

**Please note that funding is limited and not guaranteed.
Students are encouraged to seek additional sources of funding.**



Student Contact Information	
Name:	Major/Concentration:
Email:	Phone:
Class Year:	Cum. GPA:

Conference/Event Information
Conference/Event Title:
Conference/Event Date(s):
Conference/Event Location:
Total Cost of Conference (per person):

Project Information
Title:
Team Member(s) Names:
Program Affiliation:
College Affiliation:

Describe the purpose of the conference.

Describe its benefit to you as a Public Health student.

Please also include in your submission:

- A copy of or link to the accepted presentation, poster, paper, or project. An abstract is also acceptable.
- Written evidence that the presentation, poster, paper, or project was accepted.



Budget Estimate

Date: _____ **Submitted by:** _____

#	Line Item:	Item Description:	Estimated Cost:	Funding Source:	Notes:
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Total Budget:					
Amount Requested from DSPH:					



SAMPLE BUDGET ESTIMATE

Date: 7/30/18 **Submitted by:** Mario the Dragon

#	Line Item:	Item Description:	Estimated Cost:	Funding Source:	Notes:
1	Hilton hotel	\$200 per night (2 nights, 4 people)	\$100.00	Student Association	www.hotels.com
2	Food	2 breakfast, 2 lunch, 2 dinner	\$80.00	Cost to Student	
3	Flight	Round trip train ticket	\$200.00	DSPH	www.amtrak.com
4	Train Station shuttle	Round trip shuttle	\$30.00	Cost to Student	www.supershuttle.com
5	Conference Registration	APHA Conference registration	\$300.00	Cost to Student	www.apha.org
6					
7					
8					
9					
10					
Total Budget:			\$810.00		
Amount Requested from DSPH:			\$430.00		