Application Guidelines

A limited number of Travel Awards are available for Graduate School of Biomedical Sciences and Professional Studies (GSBSPS) students. The Awards are intended to partially defray the cost of attending a scientific meeting at which the student is making a presentation and that is related to the student’s graduate study. Applications from students who are not presenting formally but outline a strong rationale for attendance at a conference will be considered.

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, Master of Science (MS), or MLAS are eligible to apply.
   a. PhD and MD/PhD student applicants are eligible to apply beginning in their second year of PhD study for meetings that take place in their third year.
   b. MS student applicants are eligible to apply during their first year of study for meetings that take place in their first or second year of study.
2. Awards are used to help defray expenses related to the meeting’s registration, transportation, lodging and meal costs. A maximum of $750 per successful application will be awarded, although the committee reserves discretion in recommendation of the monetary award. Please note that additional funding from other sources may be necessary to cover the total costs of attendance.
3. The Awards & Fellowships Committee of the Graduate School will review all applications and make recommendations to the Graduate Program Committee (GPC). The GPC renders the final decision regarding awards.
4. Applications may be submitted at any of the two deadlines throughout the year one in fall and one spring. These dates will be announced annually via email. Selection of awardees will be made within 30 days of each 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. An applicant may submit only one application per cycle. Applications to multiple meetings from one individual will not be considered within the same cycle. While applications from multiple individuals from the same laboratory will be considered within the same cycle, faculty will be required to demonstrate a clear justification for recommending more than one applicant from their lab.
6. Past recipients are ineligible for a second award.
7. Students whose applications were not selected may resubmit new applications in future award cycles.
8. Successful applicants will need to provide documentation that the applicant’s abstract has been accepted for presentation (if presenting).
9. Recognition of receipt of the Dean’s Graduate Student Travel Award should be included in acknowledgements of poster or platform presentations.
10. The following information needs to be included in your application in a consolidated PDF in the order indicated below:

**Application Checklist**

- Completed Travel FORM A to include:
  - Student’s name, program, and year in program
  - Name, location, and date of meeting
  - Short explanation of how travel to this meeting will help the student’s graduate career
  - List of attachments included in the application
- Descriptive information about the meeting including a copy of the meeting announcement or call for abstracts.
- Copy of the submitted or proposed abstract.
- Letter of recommendation from the student’s faculty or thesis advisor.
  - The letter must include a statement indicating that the meeting is relevant to the student’s research project.
- List of meetings already attended and source of support.
  - If any of these meetings were funded by a previous College of Medicine or Drexel University Student Travel Fellowship award, please indicate the name of the meeting, date, and amount of the award.
- Itemized estimate of registration, transportation, lodging and meal costs.
- Copy of student’s curriculum vitae or biosketch.
- Application checklist.

11. Questions related to the GSBSPS Student Travel Award program should be directed to Melissa Richman, Director of Administrative Services, Graduate School of Administrative Services at mgr37@drexel.edu

Applications must be received by the deadlines noted above at the following address:

CoM_GraduateSchool@drexel.edu