

**Thomas Jefferson University
Jefferson College of Life Sciences
Postdoctoral Travel Fellowship Application Guidelines**

The Dean's Office and the Office of Postdoctoral Affairs of the Jefferson College of Life Sciences (JCLS) are providing funds for a limited number of Postdoctoral Travel Fellowships. The Postdoctoral Travel Fellowships are used to partially defray the cost of attending a scientific meeting or symposium at which the postdoctoral fellow is making a presentation related to their current postdoctoral research 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. Only Jefferson postdoctoral fellows are eligible to apply. Fellows should be in at least the second year of a postdoctoral position at Jefferson by the time the meeting or course takes place.
2. Fellowships are used to help defray expenses related to the meeting or course's registration, transportation, lodging, and meal costs. A maximum of \$1000 per successful application will be granted. Please note that additional funding from other sources may be necessary to cover the total costs of attendance. Postdocs are expected to apply for travel support from the conference or course, if available.
3. The Awards and Fellowships Committee of the JCLS Executive Committee will review all applications and make recommendations to Council. 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. 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. Postdoctoral fellows can receive only one fellowship during their time in a postdoctoral position at Jefferson.
6. Postdoctoral fellows whose applications were not selected may resubmit new applications in future fellowship cycles.
7. Successful applicants will need to provide documentation that the applicant's abstract has been accepted for presentation or participation prior to receipt of the fellowship.
8. The fellowship is provided for the meeting or course that was submitted in the application. If the successful applicant is no longer able to attend that meeting or course, the funding must be returned to JCLS. The postdoctoral fellow may apply again in a future application cycle.
9. Recognition of receipt of the JCLS Postdoctoral Travel Fellowship should be included in acknowledgements of poster or platform presentations.
10. The following information must be included in your application:
 - a. Application checklist.
 - b. Cover letter from postdoctoral fellow including the following information in a summary format.
 - Postdoctoral fellow's name, department, postdoctoral advisor, and start date of postdoctoral position at Jefferson (month/year)
 - Name, location, and date of meeting, course, workshop, etc.
 - List of attachments included in the application packet
 - c. Descriptive information about the meeting including a copy of the meeting announcement or call for abstracts, where appropriate.
 - d. Explanation by the postdoc of how this meeting or course will help the fellow's career
 - e. Copy of the submitted, or proposed to be submitted, abstract that includes all authors and their affiliations, where appropriate
 - f. Curriculum Vitae (CV) or biosketch that includes publications and awards.
 - g. Letter of recommendation from the postdoctoral fellow's advisor.
 - h. List of postdoctoral advisor's funding, e.g. include the NIH Just In Time (JIT) 'other support' page with current support only.
 - If postdoc has their own funding, please list fellowship and note if travel funding is included and amount budgeted.
 - h. Itemized estimate of registration, transportation, lodging, meals, and all other expenses. Postdocs are expected to apply for travel support from the conference or course, if available.
 - i. List of meetings attended during the past 3 years and source of support.
 - j. Brief explanation by the postdoctoral fellow or postdoctoral advisor on whether the application is need-based, which could include funding issues.

11. Applications must be received by the deadlines noted above to the following email, preferably in one PDF document:
Danielle.park@jefferson.edu

12. Any general questions related to Postdoctoral Travel Fellowships should be directed to Danielle Park at (215) 503-0164 or danielle.park@jefferson.edu. Any financial questions once a fellowship has been granted should be directed to the College's Finance Office at (215) 503-0150.

Revised September 2023

**Jefferson College of Life Sciences
Postdoctoral Travel Fellowship
Application Checklist**

Date: _____

Name: _____

E-mail Address: _____

Lab/Mailing Address: _____

Department: _____

Postdoctoral Advisor: _____

Advisor's Office/Mailing Address: _____

Advisor's E-mail Address: _____

Start Date of Jefferson Postdoc Position: _____

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.

Submit your application package by the noted deadline to the following address: danielle.park@jefferson.edu

Checklist for Postdoctoral Travel Fellowship Application

- 1. Cover letter including the following information
 - Name, department, postdoctoral advisor, and start date of Jefferson postdoctoral position (month/year)
 - 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 or call for abstracts, where appropriate
- 3. Explanation by the postdoc of how travel to this meeting will help the postdoc's career
- 4. Copy of the submitted, or proposed to be submitted, abstract that includes all authors and their affiliations
- 5. Curriculum Vitae (CV) or biosketch that includes publications and awards
- 6. Letter of recommendation from the postdoctoral fellow's advisor
- 7. List of postdoctoral advisor's funding, e.g. include the NIH Just In Time (JIT) 'other support' page with current support only
 - If postdoc has their own funding, please list award and note if travel funding is included and amount budgeted
- 8. Itemized estimate of transportation, lodging, meals, registration, and all other expenses
 - Postdocs are expected to apply for funding from the meeting or course, if available

- 9. List of meetings attended during the past 3 years and source of support
 - 10. Brief explanation by the postdoc or postdoctoral advisor on whether the application is need-based, which could include funding issues
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Do not write below this line - For JCLS PTF Coordinator Use Only:

Date Received: _____

Application Complete: _____

Sent to PTF Committee on: _____

Revised: September 2023