

JHUSOM GSA Student Travel Funding Application

Graduate Student Association of the Johns Hopkins University School of Medicine



BEFORE YOU START:

1. Please ensure you have read the policy (Appendix) carefully.
2. All of the required materials are listed in the policy page.
3. If you are awarded the Travel Award, you will be required to serve GSA as outlined in the policy (Appendix Section VI).
4. Any questions should be directed to the Director of the Finance or the President.
5. Incomplete applications will NOT be accepted.

Section A. Applicant Information

Student Full Name		Program / Department		Current Year of PhD	
Email/JHED		Contact Number			
Campus Address					
Mentor Name		Department			
Email		Contact Number			
Office Address					

Application Window

- ☐ July 1 – October 14
☐ January 15 – March 31

- ☐ October 15 – January 14
☐ April 1 – Jun 30

Section B. Event Information

Meeting Name			
Meeting Website			
Meeting Date(s)		Location	
Presentation Title(s)			
Presentation Type	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Poster <input type="checkbox"/> Oral Talk <input type="checkbox"/> Other If you checked 'Other', please describe below:		

Section C. Additional Information



- 1. Have you received a GSA Travel Award in the past? If so, please include the period funded and amount.**

- 2. Are there any travel scholarships being offered for this meeting that are available to you? If so, have you applied for these?**

- 3. Have you applied for any other scholarships for this event from your department or the university? If so, please include the scholarship name and possible amount offered below.**

- 4. Please list any national meetings attended during your time in your graduate program (name and date):**

- 5. Please list any regional meetings attended during your time in your graduate program (name and date):**

- 6. Have you previously held a role in the GSA (Exec Board, Program Rep, Committee Member, etc.), or have aided the GSA with any previous social event planning?**

Section D. Expense Information



Please estimate your cost of the event:

		Monetary amounts (numbers only)
D01	Mode of Transportation <input type="checkbox"/> Flight <input type="checkbox"/> Car <input type="checkbox"/> Train <input type="checkbox"/> Bus	
D02	Expected Total Cost of Transportation	
D03	Hotel Name Number of Roommates:	
D04	Hotel Cost	
D05	Registration Cost	
D06	Meal Costs (if not included)	
D07	Other Costs Expense 1: Expense 2: Expense 3: Expense 4:	
D08	Total Expected Cost for the Event (sum of D02, D04-D07)	

Please list your sources of financial support:

D09	Mentor's grant	
D10	Program Grant / Departmental	
D11	Other (i.e. Travel stipend, student out-of-pocket, etc.) Source 1: Source 2: Source 3: Source 4:	
D12	Amount Requested from the GSA (Maximum \$500)	

☐ (Optional) In the case that this application is not accepted, I would like to be considered for the GSA Student Diversity Travel Award. **Please proceed to Section E to apply.**

When you complete this application, please sign below:

I understand the terms of acceptance and I have filled out this application truthfully.

Signature: _____ Date: _____

This section is to be completed by GSA council only:

Date received:

Received by:

Section E. (Optional) Diversity Funding Application



Diversity Funding Supplemental Form

BEFORE YOU START:

1. Please ensure you have read the Diversity Fund policy (Appendix Section V) carefully.
2. Submit this application along with the JHUSOM GSA student travel funding application, ensuring you sign on Page 3.
3. To be eligible, you must meet ONE of the following requirements:
 - 1) You are from an underrepresented background in science and have either been unable to attend a conference during your graduate study or have extremely limited conference attendance. Priority will be given to students in their later years of graduate study who are presenting their own original work at the planned event.
 - 2) Your work aims to address or alleviate a problem or condition that unequally affects minorities within the community or is an issue faced by minorities underrepresented in the scientific literature.
2. To apply, please provide a brief personal statement, addressing ONE of the following:
 - 1) Explain how attending this conference or event would contribute to your professional development as a scientist or your other career goals.
 - 2) Describe the issue(s) or problem(s) your work addresses, how it disproportionately affects minorities in the community, and how your work contributes to addressing it.
3. While there is no official limit for the length of your response, please try to limit yourself to the space provided or a few paragraphs if needed.



APPENDIX

GSA TRAVEL AWARDS POLICY

I. Introduction

The Graduate Student Association (GSA) of the School of Medicine is committed to promoting academic excellence and facilitating the professional development of graduate students. As part of this commitment, the GSA offers Travel Awards to support eligible graduate students in attending academic conferences. This policy outlines the eligibility criteria, application process, selection criteria, and terms of acceptance for GSA Travel Awards.

II. Eligibility

1. All graduate students currently enrolled at the School of Medicine are eligible to apply for GSA Travel Awards.
2. Each eligible student can receive up to \$500 in travel support during their tenure as a graduate student.

III. Application Requirements

To be considered for a GSA Travel Award, applicants must submit a complete application package, including the following documents:

1. A fully completed JHUSOM GSA Student Travel Funding Application, which is provided on the GSA website and must be submitted in accordance with the instructions outlined therein.
2. A signed letter from the applicant's mentor. This letter must justify the student's attendance at the conference or field research **and confirm that all other potential sources of funding have been thoroughly explored**. The letter should be limited to one-page long.
3. A copy of the submitted abstract (for conference attendance) or a summary of the planned field research.
4. A copy of the meeting announcement, which should include detailed information such as meeting dates, location, registration costs, and general lodging costs.
5. (Optional) A completed Diversity Funding Supplemental Form (Section E), to be included if the applicant wishes to be considered for Diversity Funding in the event that their initial application is not accepted.

IV. Selection Criteria

Applications for GSA Travel Awards will be evaluated based on the following criteria, with preferences ranked as follows:



1. **Financial Need:** Priority will be given to applicants who would otherwise be unable to attend the conference due to the lack of funding from their research lab. A letter from the mentor, as required in the application, must accompany the submission to validate this claim.

2. **Academic Merit:** Preference will be given to students who are presenting original work at the conference. Specifically, those selected for oral presentations will be given higher consideration over those presenting posters.

3. **Year of Student and Previous Conferences Attended:** Senior students who have not previously attended conferences will receive priority, particularly those in their fifth or sixth years, over junior students who have attended conferences in their respective research labs.

V. Diversity Funds

To promote diversity and inclusion, the GSA offers Diversity Funds. Eligibility for Diversity Funding is determined based on the following criteria:

- 1) The student is from an underrepresented background in science and has been unable to attend a conference during their graduate study, or conference attendance has been extremely limited. Priority will be given to students in their later years of graduate study, and the student must be presenting their own original work at the planned event.
- 2) The work planned to be presented aims to address or alleviate a problem or condition that unequally affects minorities within the community, or is an issue faced by minorities that is underrepresented in the scientific literature.

Diversity funds are capped at half of the amount listed for the routine GSA Student Travel Award.

VI. Terms of Acceptance

Recipients of GSA Travel Awards are **required** to adhere to the following terms:

1. For each \$100 accepted, recipients must provide **one hour of service to the GSA.**

Possible Events for Service:

1. Orientation
2. Graduate Coating Ceremony
3. GSA Formal/GSA Week
4. Planning and preparations for GSA social events

Failure to complete the required service hours may impact the recipient's funding status and their ability to submit future applications to the GSA.

VII. Conclusion

The GSA Travel Awards Policy reflects the commitment of the Graduate Student Association to supporting the academic and professional growth of graduate students at the School of Medicine. This policy is subject to periodic review and updates as necessary to ensure alignment with the GSA's objectives and available resources.