



# GSA TRAVEL AWARDS POLICY

## Graduate Student Association of the Johns Hopkins University School of Medicine

### 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.