

CONFERENCE TRAVEL FUND APPLICATION FORM
Only complete applications can be considered. Please see attached submission guidelines.

PART I: APPLICANT IDENTIFICATION

Name

Division

Year of Study

Email

APPLICATION PACKAGE CHECKLIST

Only completed application packages will be considered.

A completed application package MUST include the following IN THIS ORDER:

1. Conference Travel Fund Application Form with Parts I to IV completed (with all questions answered, all signatures provided and dated);
2. Budget (Part IV of YSPH Conference Travel Fund Application Form)
3. Abstract (maximum of one page; any additional pages will be discarded)
4. Acceptance from conference organizers (if acceptance letter came via email, please print)

If your application is deemed ineligible but you are still eligible to apply to the next cycle, you will have to submit a new application package. **We cannot return or retain applications.**

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PART II: CONFERENCE INFORMATION

Has your abstract/paper or poster been officially accepted by conference organizers? Y N

Title of Abstract/Paper or Poster

Sponsor Organization: (i.e., APHA, American Association of Immunologists, FOCIS, etc.)

When is the conference taking place?

Where is the conference taking place?

Have you applied for funding from other sources? Y N

If so, please list sources and status of decision:

If not, please explain reasons for not applying to other funding for this conference:

How would this conference be beneficial to your professional development?

(use additional paper if necessary)

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PART III: TO BE COMPLETED BY ADVISOR

Are departmental or PI funds available to the applicant? Y N

If so, how much? _____

If this student does not receive an award from the YSPH Conference Travel Fund, are other funds available to this student? Y N

If so, how much and from what funding source?

How essential is the conference to the student's program of study? What other information can you provide in support of this student's request?

Name of Advisor

Signature of Advisor

Date

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PART IV: BUDGET

Transportation to Conference		_____	
Transportation During Conference		+ _____	
Accommodation	_____ x _____ = Rate x Night	+ _____	
Conference Fees (ie: Membership Dues, Registration)		+ _____	
Food		+ _____	
TOTAL COST OF CONFERENCE			= _____
Funds Available From Other Sources (ie: Department, PI, Conference Subsidy)**		_____	
Personal Contribution		+ _____	
TOTAL AVAILABLE FUNDS			= _____
(Funds Available From Other Sources + Personal Contribution)			
TOTAL REQUESTED			_____
(Total Cost of Conference - Total Available Funds)			

** Please note the specifics of the other funding sources:

Amount	Source