Professional Opportunities Fund for Student Conference Travel

Application Process

This program provides support for current Swarthmore College students with NSE Division majors who will present research findings at national scientific meetings. Funding is provided by the Provost’s Office and administered by the HHMI Grant Program office. See below for budget allowances and restrictions. Supported students are required to submit a brief report at the conclusion of the experience. Prior to travel, please review the reimbursement instructions on the next page. Inquiries and completed application forms may be directed to: Elizabeth Svenson, Program Administrative Coordinator.

APPLICATION FORM

Name of student: ____________________________  Class year: ____________
Email address: ________________________________________________________  Major: _______________________

Name of conference or meeting: ____________________________  Dates: ____________________________  Location: ____________________________

Will you present a poster? YES NO
If no, what type of presentation will you make? ____________________________

Title of paper or poster: ________________________________________________  Authors: ________________________________________________
Anticipated publication date and journal, if any: ____________________________

Projected Budget: Estimate your reasonable travel expenses below. In order to help us fund as many conference travel experiences as possible, we ask for your careful consideration of your essential travel needs. Please seek supplemental funding and share rooming accommodations, where possible. This program does not cover high-cost meals, travel to the US from an international location, long distance phone calls, in-room movies, entertainment, stationery, toiletries, etc. Typically, maximum funds available from all college sources for each travel experience are $1500. If you need an exception to any of these restrictions, please attach an explanation.

| Registration: | $ |
| Air transportation: | $ |
| Ground transportation: | $ |
| Meals: | $ |
| Lodging: | $ |

Are you budgeting for shared accommodations? YES NO

Other (specify): $

TOTAL ESTIMATED COST OF TRAVEL: $ ____________

Amount Requested from Professional Opportunities Fund $ ____________

Will you receive funding from another source? YES NO NOT SURE YET
Please list additional potential funding sources, amount expected from each, and any restrictions:
1: ________________________________________________________________
2: ________________________________________________________________
3: ________________________________________________________________

Was your research performed with a Swarthmore College faculty member? YES NO
If NO, provide name of researcher and institution with whom you performed the work:
_________________________________________________________________

Swarthmore College faculty sponsor (required): ____________________________

Signature of faculty sponsor (required): ____________________________

Signature of Applicant ____________________________  Application date: ____________
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Post-application process

Find forms at: www.swarthmore.edu/hhmi-grant-program.

Please direct inquiries and completed forms to Elizabeth Svenson, HHMI Grant Program Administrative Coordinator, esvenso1@swarthmore.edu. Deliver any paperwork to the Martin 201 mailbox (the Biology Department Office) in person or via campus mail. For walk-in questions, visit Martin 324.

Once your application has been approved, you will be notified by email.

INSTRUCTIONS FOR REIMBURSEMENT OF TRAVEL EXPENSES

Save your receipts. THIS IS VERY IMPORTANT. Original receipts must be submitted in order to request reimbursement. Printouts of online receipts are acceptable, as long as they indicate who paid the charge, what method was used, and how much was paid. It is good practice to keep copies of your receipts for your own records. (Consider scanning instead of making paper copies.)

Upon return, you will be required to submit a report of your conference experience. Length should be 300 – 600 words (no longer than 1 page). Your report should include these elements.

Heading:
- date of report
- your name
- title of your poster/presentation
- authors of your poster/presentation
- conference name
- conference date and location

Body: a reflection on the experience, which might include the reasons for your attendance, details of the experience that affected you, the impact that the conference and presentation have had on your future career in the sciences, anything else you’d like to share about your conference travel

Acknowledgements: names of all entities that supported you financially.

Submit your report as an electronic document in MSWord or as a PDF file, named as follows:
LAST NAME _ FIRST NAME _ ABBREVIATED CONFERENCE NAME.

To initiate reimbursement requests, print and complete the Travel Reimbursement Form found in the Resources box at the HHMI website, linked above. (This interactive form will subtotal itself if you open it in a browser that support this function, such as Firefox or Chrome). You must attach original receipts to this form in order to be reimbursed. Submit the completed form by campus mail or deliver to the mailbox noted above. You can expect to receive a check in your campus mailbox about two weeks after submitting the reimbursement request. Reimbursements to students cannot be paid by direct-deposit.

Before you travel: you may submit registration and airfare receipts for reimbursement as needed.

After you travel: you will be required to submit the report described above. Your report must be received in conjunction with any request for reimbursement of hotel and meal expenses.