

Conference Travel Award

The ChemBE Department Conference Travel Award for graduate students and post-docs is aimed to fund travel for unique professional development opportunities, such as attending affinity-group conferences (SWE, NSBE, SHPE, ARBCMS, Grace Hopper/Tapia, SACNAS), or, when there are no funds from the PI's or collaborators' labs, for visiting collaborators' labs, attending a workshop to gain a new thesis-related skill, or presenting at specialty conferences (e.g., Gordon Research Conferences, Cold Spring Harbor). The purpose of this award is to increase diversity in conference participation, to provide members of the department with essential professional development and networking opportunities, and to advance our department's diversity goals.

Eligibility:

1. Applicants must be a graduate student or post-doc at ChemBE.
2. Applicants must already be accepted into attending the conference.
3. Travel must occur within the 12 months following the application due date.
4. Each student is eligible to receive this award only once in each category (categories are outlined below).
5. Students are expected to also apply for any other travel awards for which they are eligible, for example, from the conference, from JHU, etc.

Instructions:

1. The application deadline is **04/16/2023**.
2. Submission of the following materials are required for consideration:
 - a. Statement of intent explaining reasons for travel (< 1 page). Please include:
 - i. The potential impact of this travel on your professional development and career
 - ii. The impact of this travel to advance departmental diversity goals
 - iii. The need for funding
 - iv. The category of your travel: (1) Specialty/Affinity Group Conference, (2) Discipline-Specific Conference (3) Collaborative Research, (4) Training, workshop, or other course
 - b. A recommendation letter from your faculty advisor explaining the need for this funding and why they feel this travel opportunity is important to enhance your thesis research.
 - c. Offer letter showing your acceptance into the conference/workshop
 - d. Itemized budget of all expected expenses (see details below)
 - e. Declaration of other funding available or secured for the travel
 - f. CV/resume
 - g. Additional Event-Specific Requirements:
 - i. For affinity group conferences:
 - Explain how you will use this opportunity to network on behalf of the department.
 - ii. For conferences:
 - If giving a presentation (recommended), include a separate page with the title, abstract, and presentation type (oral or poster).

- iii. For collaborative research:
 - Statement of intent should include a description of goals and a tentative research plan.
 - The collaborator must submit a letter of support
 - iv. For attending a class, training, or non-conference event:
 - Statement of intent should explain impact on your professional development.
 - Include a copy of the announcement or a link to the website for this event.
3. Zip the application material and send it to Marcellas Preston at mprest16@jhu.edu with subject line as 'CDI Travel Grant'.

Details of support:

1. The total funding available this Spring semester for all awards is \$5,000.
2. Either a full or partial award may be offered.
3. Only expenses directly related to the conference/reason for travel are eligible for reimbursement, including:
 - a. Conference/workshop registration fee
 - b. Transportation
 - c. Lodging
 - d. Food (if not provided by the event)
4. Expenses may NOT include:
 - a. Alcoholic beverages
 - b. Recreation/social events
 - c. Equipment, materials and supplies, or other goods

How will award recipients be chosen?

The merit of the proposal will be addressed by gauging relevance of the travel by rating each proposal on these criteria:

1. [40%] potential **impact of the travel on the applicant's career**
 - a. Opportunity to present a poster or talk
 - b. Opportunity for the applicant to learn new science
 - c. Opportunity for the applicant to learn professional skills
 - d. Opportunity for networking
2. [40%] Potential **for impact on the department's diversity goals**
 - a. Networking opportunities with people from historically underrepresented groups
 - b. Conference population has potential grad students, postdocs and future faculty
 - c. Engagement in specific activities for recruiting (sharing fliers, hosting a booth, wearing department t-shirt)
 - d. Potential to learn best practices for equity, inclusion and belonging and commitment to bring them back to the department
 - e. Applicant's contributions to departmental diversity goals
3. [20%] **Need for funds**
 - a. Would the travel be affordable without additional support from this grant?

Who will choose the award recipients?

A standing selection committee composed of Marcellas Preston, Dr Brandon Bukowski , and two members of the GLSC (one each from the MS and PhD cohorts) will decide on the application.

When will the awards be made?

Decisions will be communicated via email few weeks after the deadline.

Additional requirements:

1. For publicity purposes and to thank the sponsors, award winners must write a letter summarizing their experiences and outcomes and provide us with a photo from their travel. (The photo may be shared through Twitter, tagging @JHU_ChemBE.)
2. If plans change, award winners must alert the committee before using the award.