**Conference Financial Support - 2 Options**

**Conference funding for presenting students in the Department of Epidemiology**

**Option 1-Presenting**

Epidemiology students who need financial support to travel and present at a scientific conference are welcome to apply for departmental funding through the Brian and Heidi MacMahon Education Fund. Applications should be submitted at least six weeks before the conference start date Please know that funding is limited, and, regrettably, not all requests for funding will be approved.

To apply, please submit:

1. Copy of email acceptance to present at the conference
2. Abstract submitted for presentation at the conference
3. Academic advisor’s letter of support (**one-page maximum**)
4. A written letter (**one-page maximum**) that includes the following information
	1. Student information
		1. Name
		2. HUID
		3. Harvard email
		4. Program (include track)
	2. Conference Information
		1. Name
		2. Location
		3. Dates
		4. Website link
	3. State how attending and presenting at this conference will help you achieve your academic or professional aspirations
5. Detailed budget of expected costs along with sources from which the prices were obtained
	1. Allowable expenses include: air and/or ground transportation, lodging, conference fees
	2. List other funding sources you’ve applied for, and amounts received
		1. If not applicable, please state this

**Conference funding for non-presenting students in the Department of Epidemiology**

**Option 2-** **Non –Presenting**

Non-presenting Epidemiology students who would like to be considered for financial support to attend a scientific conference are welcome to apply for departmental funding. Applications should be submitted at least six weeks before the conference start date. Please know that funding is limited, and, regrettably, not all requests for funding will be approved.

To apply, please submit:

1. A written letter (**one-page maximum**) that includes the following information
	1. Student information
		1. Name
		2. HUID
		3. Harvard email
		4. Program (include track)
	2. Conference Information
		1. Name
		2. Location
		3. Dates
		4. Website link
	3. Why attending this conference is essential for your research
		1. which aspects of your work this will contribute to
	4. Any activities, meetings, and/or sessions you will be attending that are important to your academic work
	5. Detailed budget of expected costs along with sources from which the prices were obtained
		1. an itemized estimate of the funding needed
		2. where else you have sought funding for this conference (please include copies of any relevant correspondence)