SBS encourages our masters students (HSB 45, 65 and SM1) to present their research at professional meetings and conferences. In order to support this initiative, we have instituted student travel awards specifically to help offset the costs of travel to these conferences.

**Application Requirements:**

* Applicant must be enrolled in a masters-level degree program in the Department of Social and Behavioral Sciences (HSB 45, 65 or SM1)
* Applicant must have a received an official confirmation of acceptance for their presentation from the meeting organizers
* Applications should be submitted at least two months in advance of the conference/meeting
* SBS will make up to 10 awards per year and will generally reimburse between $200 to $500 of travel expenses for approved applications depending upon fund availability. This support is meant to offset the cost of attending conferences. In most cases this funding is unlikely to cover the full cost of attendance.
* Masters students are eligible for these funds no more than once a year and preference for funding will go to students who have not received this funding in the past
* The presentation and the meeting/conference must be relevant to the applicant’s current studies/research and at least some of the material being presented should have been produced as a result of degree studies at Harvard Chan.
* Applicant’s advisor must support and sign this application

Following participation in the conference the applicant must submit a one page summary to Elizabeth Solomon (esolomon@hsph.harvard.edu) outlining the outcomes.

**To apply for these funds**,

* Fill out the application below
* Provide a copy of the meeting’s call for abstracts/posters
* Provide a copy of the official acceptance of your presentation
* Provide documentation of your estimated travel costs (e.g. airline fare quotes, hotel reservations)
* Send all above materials at the same time to Teresa Bellone at tbellone@hsph.harvard.edu
* Notification of award status is generally given within 3 weeks of complete submitted application

**Masters Student Conference Travel Award Application**

Applicant Name: Click here to enter text.

Degree Program: Click here to enter text.

Year in Degree Program: Click here to enter text.

Email Address: Click here to enter text.

Mailing Address: Click here to enter text.

Academic Advisor/Mentor: Click here to enter text.

Which of the following are you presenting: Choose an item.

Conference Name: Click here to enter text.

Conference Location: Click here to enter text.

Date(s) of Conference: Click here to enter text.

Date of Presentation: Click here to enter text.

Estimated Cost of Travel: Click here to enter text.

Requested Amount: Click here to enter text.

Please indicate if you have received or applied for other funding for this trip: Click here to enter text.

Title of Presentation: Click here to enter text.

Abstract: Click here to enter text.

How is this presentation related to your program of study and your research?

Click here to enter text.

What are the expectations of the meeting organizers related to your presentation?

Click here to enter text.

What do you expect to achieve as a result of attending the meeting and presenting your research?

Click here to enter text.

**Reimbursement Procedure**

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A non-employee reimbursement form along with all receipts must be submitted to Lauren Chapman within 10 business days from return date of the conference. Report must include: original receipts for all expenses for which reimbursement is requested (e.g. e-ticket and boarding passes; hotel receipts) and proof of participation. Meal receipts must be itemized, and airfare must be economy/coach from Boston to destination and back to Boston. Only legitimate travel expenses will be considered for reimbursement. Alcohol expenses will not be reimbursed. Once the invoice is approved, please allow up to 30 days for reimbursement.­­­­

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Applicant’s signature Advisor’s signature