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SBS encourages our PhD students to pursue professional development opportunities (including attending and/or presenting at professional meetings and conferences). In order to support this initiative, we have instituted a new fund specifically for doctoral students in the Department of Social & Behavioral Sciences to help offset the costs of professional development activities. Please note that this fund only supports student *professional development* *activities* and cannot be used to reimburse the cost of goods (such as books or software) or networking events.

**Eligibility Requirements:**

* PHS-SBS students who entered the program in 2020 or later.

*Note that PHS-SBS students who entered between 2015-2019 are eligible for GSAS Professional Development Funds.*

**Funds Available:**

* Students are eligible to receive up to $600 total during their program. They may request a one-time reimbursement of $600, or they may apply smaller amounts of their funding until they reach their $600 maximum.

**Application Requirements:**

* Applicant must submit the official program description of the professional development opportunity which includes the dates of the opportunity and the costs of attendance.
* Applications should be submitted at least one month in advance of the conference/meeting
* For conference presentations the 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

**To apply for these funds**,

* Fill out the application below
* Provide estimate costs of the opportunity (eg. a screenshot of your flight costs, a link to registration rates, etc.)
* 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

Applicant Name: Click here to enter text.

Entry Year: 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.

Professional Development Activity Name: Click here to enter text.

Professional Development Activity Location: Click here to enter text.

Date(s) of Professional Development Activity: Click here to enter text.

Cost of Attendance: Click here to enter text.

Estimated Cost of Travel: Click here to enter text.

Requested Amount: Click here to enter text.

**For presenters only:**

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**

A non-employee reimbursement form along with all receipts must be submitted to Lauren Chapman within 10 business days from return date of the Professional Development Activity. 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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