Professional Development Support Fund
Application Guidelines

Applications with requests for **attending or presenting at a conference** must include the following to be considered complete:

Statement
A brief statement detailing your request and how it will contribute to your professional development and how is related to your program of study.

Supporting documentation
For all applications <u>attending</u> a conference:
- Written support from a Field of Study Director, Program Director or Faculty Advisor
- Any supporting documents that you think will benefit your application
- Proof of safe housing accommodations that are reasonably priced
- Travel dates must correspond exactly with the active part of the conference. This does not apply if a student is locked into a reservation for the night before or after the conference because of the mode of transportation, or if another reasonable date would significantly reduce the cost of travel.
  - * For travel that conflicts with an exam, it is the student's responsibility to work with the course director to get permission to miss the exam and take a make-up. It is recommended that this be done before applying for support.

For students who are <u>presenting</u> at a conference:
- Documentation from the conference organizer addressed to the student (or include the student's name in the list of presenters)
- The title and abstract of the accepted work and a conference catalog or program providing details about your presentation
- Written support from a Field of Study Director, Program Director or Faculty Advisor
- Any supporting documents that you think will benefit your application
- Proof of safe housing accommodations that are reasonably priced
- Travel dates must correspond exactly with the active part of the conference. This does not apply if a student is locked into a reservation for the night before or after the conference because of the mode of transportation, or if another reasonable date would significantly reduce the cost of travel.
  - * For travel that conflicts with an exam, it is the student's responsibility to work with the course director to get permission to miss the exam and take a make-up. It is recommended that this be done before applying for support.

Eligible events include:
- Attending or presenting at a professional or academic conference
- Priority will be given to students who are presenting at a conference

Budget
A detailed budget with documentation of expenses. Budget must including: total amount requested, personal contribution, and any funding secured.

Please note that all in person events/activities and travel expenses will not be approved until further guidance from the School and University.

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Applications with requests for **organizing an event or hosting a speaker** must include the following to be considered complete:

Statement
A brief statement detailing your request and how it will contribute to your professional development and how it is related to your program of study.

Supporting documentation
For all applications:
- Written support from a Field of Study Director, Program Director or Faculty Advisor
- Any supporting documents that you think will benefit your application
- Please include an event proposal e.g. rational, synopsis, target audience, objectives, budget, title, venue, date, time, sponsors/partners, etc.
- If you are hosting a speaker please also include the speaker's name, affiliation and brief bio
- Event or speaker must be in collaboration with an existing student organization, an academic or administrative program/department or center at Harvard
- Event or speaker must have a direct message to the Harvard Chan School's community and be public health focused. May not be an extension or part of a course.

Eligible events include:
- Events partnered with other Harvard Chan School recognized student organizations
- Harvard multi-school sponsored event
- Event sponsored by department

Budget
A detailed budget with documentation of expenses. Budget must including: total amount requested, personal contribution, and any funding secured.

Please note that all in person events/activities and travel expenses will not be approved until further guidance from the School and University.