

Stanley Manne Children's Research Institute

Stanley Manne Children's Research Institute Trainee Travel Award Application Instructions

I. General Instructions for Applicants

A. Eligibility Requirements

1. The applicant must be a graduate student, postdoctoral associate, clinical/research fellow or lab staff. Applicants must be working in a research institute laboratory at the time of the conference and must be presenting work performed at the research institute. Technical staff, rotation students and faculty are not eligible to apply.
2. The applicant must not have received a Travel Award during the current calendar year (January 1 – December 31).
3. A complete application must be submitted as a single pdf file by the application deadline in order to be considered for funding (see Section I, part C below for details).
4. The applicant must be presenting his/her work (poster or talk) at a regional, national, or international conference, with proof of acceptance of the presentation.
5. In order to receive travel award funds, you will be required to organize and present a brief summary of your research (approximately 15 min) at one of the monthly trainee meetings, held on the third Wednesday of the month at 12 noon in Wolfson conference room. If your application is successful, you will be contacted by the Trainee Program Executive Committee to schedule your presentation.

B. Application and supporting materials

Applications will be evaluated competitively, with an emphasis on academic merit and financial need. Complete applications should consist of **one single pdf file** containing the following three sections:

1. Travel Award Application Form and Attached Budget Form
2. Proof of abstract acceptance letter/copy of schedule from the conference
3. Letter of support from your mentor

Note: Applications that are not filled out completely, do not have all supporting materials, or are turned in after the specified deadline may not receive full consideration. All supporting materials should be converted to an electronic version and incorporated into a single pdf file. If you are unsure how to do this, you may contact Bill Goossens in the Imaging Core or any member of the Travel Award Committee for assistance. **Applications not submitted as a single pdf by the deadline may be returned without a score.**

C. Deadlines and Submission

Four (4) review sessions for the Travel Award will be held with the following deadlines:

- August 1 for travel between September 1 and November 30 (Fall session)
- November 1 for travel between December 1 and February 29 (Winter session)
- February 1 for travel between March 1 and May 31 (Spring session)
- May 1 for travel between June 1 and August 31 (Summer session)

The application form and all supporting documents should be submitted as one SINGLE pdf file, named with your first initial and last name in the following format: JDoe_Travel. Applications should be emailed to Denise Lilly at d-lilly@northwestern.edu with "Travel Award Application" as the subject heading. Applications will be forwarded to the Travel Award Committee and the Director of the Training Program, Dr. Philip M. Iannaccone, MD, DPhil, for evaluation.

II. Specific Instructions and Judgment Criteria for Applications

A. Travel Award Application

The main application consists of four sections: the quality of the application, conference standards, scientific standards, and trainee program participation. All applications will be judged by a committee of your peers based upon the following criteria:

1) Quality (8 points) – scoring is based upon ability to follow instructions, and to properly & carefully complete and submit the application as a single pdf file. Once the application and supporting materials are determined to be complete and a quality score is given, the application will be eligible for further evaluation.

2) Conference Standards (8 points) – score is determined from the type of conference being attended and the type of presentation being given, as well as your explanation of the significance and benefits of the conference.

3) Scientific Standards (20 points) – scoring will take into consideration how well you describe your project to a general scientific audience (assuming no specific understanding of your particular field), and how well you explain the significance of your work, relate the conference to your career development and articulate your individual contribution(s) to the project.

4) Trainee Program Participation (4 points) – score takes into account the number of monthly trainee meetings you attend, and whether you serve/have served on any trainee program committees (i.e. Executive Committee, Travel Award Committee, Website Committee or one of the Research Scholars Day Committees).

Please note: Scoring will be independent and will not be influenced by the budget submitted.

B. Travel Award Budget Form

Please estimate the total cost of travel for the meeting you are attending. This award will pay for airfare, hotel accommodation, meeting registration, taxi fare/transportation, a maximum of \$40 per day for meals, poster printing, and other miscellaneous costs such as abstract submission fees.

Amount awarded is subject to change from cycle to cycle and will be decided at the discretion of the Travel Award Committee based on available funds, application score, and competing applications. An award for the full amount is not guaranteed, although exceptional applications may be awarded 100% of the requested amount. Please note that registration and airfare can be pre-purchased with this award but all other reimbursable expenses will require ITEMIZED receipt submission after the

conference. Reimbursement may be delayed or denied if receipts are not itemized. At the time of application submission, you are required to complete the Travel Award Budget Form, so that the Travel Award Committee can evaluate your financial needs. Neither estimated nor actual conference costs will affect whether or not you receive an award. If you are awarded a travel grant, you must complete an “Employee/Faculty Expense Reimbursement Form” upon your return and submit it with itemized receipts for reimbursement. Forms and help with completion can be obtained from Peg Rainey.

C. Proof of abstract acceptance

In order to be eligible for Travel Award funds, you must be presenting a poster or talk at the conference you are attending. Most conferences will send you either an electronic or paper form detailing when your presentation will be given. If you do not receive such a form, a copy of the conference schedule with your presentation highlighted will suffice as proof that you will be presenting at the conference. If you are presenting at a large meeting (i.e. one that does not refuse applicants) and the acceptance notices will not be received before the application deadline, you may substitute your proof of submission as validation of your attendance at the meeting. However, it is your responsibility to provide abstract acceptance as soon as you receive it from the conference organizers, so that the committee can verify the final status of your application.

D. Letter of support from mentor

PLEASE SHARE THIS SECTION WITH YOUR MENTOR!

Please submit a letter from your mentor that provides support for your attendance at the conference and confirms that other funds are not readily available. Additionally, your mentor is encouraged to explain your role in the lab and your scientific contributions to the lab since your arrival. Finally, your mentor should discuss any service roles you have held at Manne Research Institute (i.e. Research Scholars Day Committee, Travel Award Committee etc.).