



Zhu Trainee Travel Award

Travel awards are available to pre and postdoctoral scientists who receive support from the Cancer Prevention, the Cancer Epidemiology, or the Training in Oncology Population Sciences (TOPS) T32 grants, or are trainees who fall under the mentorship of Zhu Senior Fellows. The Zhu Trainee Travel Award provides support to trainees who have been invited to present their research at a scientific conference with a focus in cancer prevention or early detection.

Funding requests will be reviewed and awarded on a rolling basis (*awards are limited and are contingent upon fund availability*). Students may apply for a travel reimbursement of up to \$2,000 for domestic travel and \$3,000 for international travel. Awards are limited and are contingent upon fund availability.

Eligibility

- Applicants must satisfy the following criteria:
- Must be accepted to present a poster or oral presentation at a conference that is relevant to the applicant's training and career development and focuses on cancer prevention or early detection.
- Must be currently supported by the Cancer Prevention, the Cancer Epidemiology, or the Training in Oncology Population Sciences (TOPS) T32 grants or fall under the mentorship of Zhu Senior Fellows
- In the event of dual authorship of a paper accepted for presentation, only the presenting author may receive an award.
- Applicants may only receive the Zhu Trainee Travel Award once.

Application

A Zhu Trainee Travel Award application contains four parts:

- 1. Student Travel Award application submission.**
- 2. Recommendation letter** from a research mentor, Program Director, or faculty member familiar with your research.
- 3. Abstract submission and confirmation of acceptance of presentation.**
 - A 1-2 page proposal for conference travel, including an abstract of the paper to be presented and proof of the acceptance of the paper to the conference)
- 4. Budget outline of tentative costs for reimbursement**
 - Funds are intended to cover registration, transportation, lodging, and per diem costs. All receipts or documentation must be included to receive reimbursement. *The final reimbursement will be based off of the actual amount spent up to the allotted amount \$2,000 for domestic and \$3,000 for international travel.*

Application Review

All applications will be reviewed and evaluated by the following criteria:

1. Academic achievement and progress in the training program.
2. Potential for the conference participation to impact career development.
3. Funding need.

Award Notification

Award notification will be made within two weeks of applications being received.

Reimbursements will be distributed after the awardee's conference or event has taken place.

When travel is complete, students must submit a 1-2 page report summarizing their experience to the Zhu Center within 30 days of completion of travel.

For questions, please contact Lydia Conley, lbconley@hsph.harvard.edu



Zhu Trainee Travel Award Application

* Applicant (Name, Email):

* Training Grant Support: TOPS Cancer Epidemiology Cancer Prevention

* Degree:

* Faculty sponsor (Name, Email):

* Conference Name, Location, Dates, Conference URL:

Please attach:

1. Accepted abstract.
2. Confirmation of abstract acceptance (and presentation type).
3. Email or letter from a mentor or training grant director indicating support for the travel and presentation.
4. The applicant can also provide a cover letter containing any additional information that may be relevant to the determination of this award.

* Have you applied for a Zhu Trainee Award in the past? Yes No

* Have you been granted a Zhu Trainee Award in the past? Yes No

* Have you secured other funding to attend this meeting? Yes No

If yes, please describe:

* I agree that I forfeit the awarded grant if I fail to show proof of acceptance / participation at this conference for which I requested travel funds. I understand that I can submit one of the following items as proof of acceptance and/or participation:

1. Conference badge
2. Conference brochure/program that indicates my name as a presenter
3. A letter from the conference organizers confirming acceptance/participation.

Applicant Signature

Date

Budget Request

In the below portion, please provide an estimate of your intended expenditures for food, lodging, transportation, and any other categories for each segment of your itinerary. Please note that the Zhu Center seeks to award a maximum number of grants. For this reason, students are encouraged to submit requests that reflect careful budgeting. For example, applicants should use public transportation, and secure modest accommodations. Please note alcoholic beverages are not reimbursable.

Following the completion of the conference/event, all receipts should be sent to Lydia Conley (lconley@hsph.harvard.edu) for reimbursement.

Item	Unit Cost	Number of Units (Days)	Total Cost
Air or Ground Transportation			
Accommodation			
Meeting Registration			
Other Costs (Please Specify)			
Total Requested			\$

Following the completion of the conference/event, all receipts should be sent to Lydia Conley (lconley@hsph.harvard.edu) for reimbursement.

Please provide documentation of transportation, accommodation, and registration costs.

Provide any information that will help justify this request below:

Award amounts will be determined by need and funds availability.