



To: BioMed Graduate Program Directors and PhD students

From: Nancy Thompson, Associate Dean for Graduate and Postdoctoral Studies

Date: July 16, 2008

Announcing Levy Predoctoral Travel Awards

We are pleased to announce that the June Rockwell Levy Foundation has made a gift of \$25,000 in current use funds to support predoctoral research travel for PhD students in the Division of Biology and Medicine for July 1, 2008 to June 30, 2009. These awards are open to all actively enrolled PhD students who are in good academic standing. Travel awards will be made to students on a competitive basis. These awards may be used for:

- 1) Conference travel in which the student presents research results at a national or international scientific session particularly relevant for their stage of training or career advancement;
- 2) Specialized training at a site outside of Brown.

Awards are limited to 1 per student with a maximum award of \$1500. These special Levy Travel Award opportunities are in addition to the standard \$500 per year conference travel funds available to predoctoral students in years 2-5 from the Office for Graduate and Postdoctoral Studies. The "standard" award may be combined with a Levy Foundation Award. Partial awards will be made at the discretion of the Associate Dean for Graduate and Postdoctoral Studies.

The Levy Travel Award is intended to support unique opportunities for PhD students. Examples may include the opportunity to gain specialized training (such as attendance in a competitive MBL or Cold Spring Harbor Laboratory summer course) or to present their work in a key meeting important for their career advancement and recognition. Applications will be evaluated by a panel assembled by the Dean's Office.

July 16, 2008

APPLICATION FOR FUNDING:

To apply, students should complete a Levy Foundation Conference Travel Award application (Available on The Graduate & Postdoctoral Studies Office web site – http://biomed.brown.edu/grad-postdoc/GS_LevyTravelApp.pdf) accompanied by a letter co-signed by their mentor describing the training or research venue, its relationship to the student's academic training and career advancement plans and answering the question, "*Why is this a unique opportunity for you?*". Requests for funds must be submitted at least one month in advance of the proposed travel.

DEADLINES:

Three deadlines have been established for submission, with one third of the funds allocated for each period. **The Application Deadlines for funded travel in 2008-09 are: August 1, 2008, December 1, 2008, and March 1, 2009.**

AWARD NOTIFICATION:

Decisions will be communicated within one month after the submission deadline. Funds are awarded via reimbursement of allowable expenses at the conclusion of travel. Once travel is complete, students will need to submit travel expense reports to their program coordinators and/or Dept managers who will forward these to the Office for Graduate & Postdoctoral Studies.

POST AWARD REQUIRMENTS:

All students receiving Levy Travel Awards will be required to submit additional detailed information on use and impact of the funds to the Biomedical Advancement Office for the purpose of donor reporting. This report will include a description of the conference or training that the travel award supported including its purpose, how this project complements the student's graduate work and why this funding was significant for research or career advancement.

Please contact the Office of Graduate & Postdoctoral Studies if you have any questions or if you need additional information:

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