



SCHOOL OF PUBLIC HEALTH AND TROPICAL MEDICINE

Penny Jessop Travel Fund Application

Please complete and submit this coversheet along with your essay answers and other documents to:
Office of Student Experience c/o Dr. Erica Valenzuela or via email: ewhitiker@tulane.edu

2024 Spring Semester Deadline: May 15, 2024

APPLICANT INFORMATION:

Name _____ Email _____
Address _____ Phone _____
Department _____ Concentration _____
Anticipated graduation date & degree _____

Are you a: Returned Peace Corps Volunteer (RPCV) Global Scholars Student

1. PROPOSED USE OF FUNDS (40 points):

Conference Attendance Practicum/Residency Work Research Project Other

In less than 500 words, please explain the purpose of your trip, noting any presentations, projects, and/or work that you will undertake while you are there.

2. ANTICIPATED OUTCOME (20 points):

In less than 500 words, please discuss how this trip will impact you academically.

3. FINANCIAL NEED (20 points):

Please demonstrate your financial need (financial aid/scholarship/student loan situation, etc.).

4. STRENGTH OF ACADEMIC AND PROFESSIONAL CREDENTIALS (20 points):

Please include for the Committee (*subject to verification*):

- An updated resume.
- Your current GPA.
- A list of your school service (e.g., committees, memberships, volunteer activities, etc.).

IMPORTANT NOTE: Applicants are advised that the award of a Dean’s Grant could impact their financial aid package. Applicants are advised to consult their counselor in the Tulane University Office of Financial Aid with any and all questions regarding financial aid.

Penny Jessop Student Travel Fund Guidelines

Stated Purpose:

“Proceeds from the fund shall be used to assist graduate level students at SPHTM with travel expenses for academic purposes. In the administration of the fund, students’ financial need shall be considered and at least a portion of the proceeds should benefit students who associate with or participate in the School’s Peace Corps Programs or their successors.”

Description:

Each Fall and Spring Semester the Penny Jessop Student Travel Fund will provide a limited number of competitively awarded, merit-based grants for students incurring expenses related to academic travel. Academic travel can include, but is not limited to conference attendance, practicum work, and research projects. Requests can be made for both domestic and international travel. Please see “Eligibility” section below for more information.

Up to \$500 will be awarded to support travel related to practicum work and research projects.

Up to \$250 will be awarded to support travel related to conference attendance.

Eligibility:

All currently enrolled Tulane University School of Public Health graduate students are eligible to receive grants from the Penny Jessop Travel Fund. Students must be enrolled full-time at the School of Public Health and Tropical Medicine during the semester that the travel takes place. As mentioned in the purpose statement, additional consideration will be given to students who associate with or participate in the School’s Peace Corps Programs or their successors and whose work/travel takes place in an international setting. For consideration of these grants, active, original work (e.g., collecting data/research endeavors, presenting research at a conference, completing a practicum, etc.) will be valued higher than passive attendance at conferences or events.

Administrator:

Assistant Dean for Student Experience in consultation with the Penny Jessop Fund Committee.

Penny Jessop Fund Committee:

The Penny Jessop Fund Committee consists of three faculty members who are asked to serve by the Assistant Dean for Student Experience

Procedure:

- Twice a year, during the Fall and the Spring semesters, a call for applications will be made to the student body.
- Applications must be received by the Office of the Assistant Dean for Student Experience as follows:
 - For fall travel – Decisions will be made no later than October 15th.
 - For spring/summer travel – Decisions will be made no later than April 20th.
- Students may apply directly but faculty members and/or administrators may sponsor/recommend students as well.

- The Assistant Dean and the Penny Jessop Fund Committee will review all applications and make recommendations to the Dean regarding grant recipients and amount of each grant. The Dean will make final decisions on travel grants and an award letter will be sent to the student.
- Grant recipients are required to submit original receipts for travel expenses to the Office of Student Experience no later than 30 days after incurring the expense to be reimbursed. Receipts should include, but not be limited to: airfare, hotel, meals, taxis and other transportation, etc. In addition, grant recipients must submit boarding passes for each flight taken. Total reimbursement will be limited to the amount awarded by the award letter.

Application Scoring:

Completed applications will be scored by a faculty committee chaired by Assistant Dean for Student Experience. Applications will be scored according to the guidelines below:

Proposed Use of Funds (maximum 40 points)

- o 31-40 points = Outstanding
- o 21-30 points = Good
- o 11-20 points = Adequate
- o 1-10 points = Weak

Anticipated Outcome (maximum 20 points)

- o 16-20 points = Outstanding
- o 11-15 points = Good
- o 6-10 points = Adequate
- o 1-5 points = Weak

Financial Need (maximum 20 points)

- o 16-20 points = Extreme
- o 11-15 points = Very High
- o 6-10 points = High
- o 1-5 points = Moderate

Strength of Academic and Professional Credentials (maximum 20 points)

- o 16-20 points = Outstanding
- o 11-15 points = Good
- o 6-10 points = Adequate
- o 1-5 points = Weak

<u>Category:</u>	<u>Average Score:</u>
Strongly Recommend	91 - 100 points
Recommend	81 - 90 points
Qualified	71 - 80 points
Disqualified to move to next phase of review	70 or below

Guidelines Established: August 16, 2012
Guidelines Updated: August 8, 2018