

**Consortium of Eastern Ohio Master of Public Health
Travel Funds Request Form**

This form is to be used by students who want to request travel funds for conference, capstone projects or other academically-related travel. For all requests, there is only \$1000 allotted for travel per year, or \$500 per period from January to June and July to December. So, not all of the travel may be funded—portions, such as only hotel or only air fare may be covered.

Priorities will be given for the following:

- Students who are presenting at a public health-oriented conference
- Student who have not yet received funds for travel from CEOMPH
- No other funding mechanisms are available
- Eligibility: MPH students and MPH alumni up to one year past graduation

Conditions for receiving funds:

- CEOMPH logo must be display on poster; CEOMPH must be mentioned as affiliated program on abstract
- Conference poster or oral presentation must be related to work performed in CEOMPH (i.e., rather than in your organization of employment).

Deadlines for submission: By *December 1* for travel the following January to June; by *June 1* for travel the following July to December. Please email the application and supporting materials to pubhlth@neomed.edu. Materials to submit (as applicable to your travel):

- This application form
- A conference brochure or web link to conference information
- Confirmation that your abstract was accepted
- For capstone projects or practica--a correspondence from a preceptor that you are welcome to conduct your project at the site plus proof of IRB approval (if applicable)
- Assurance of safety (if in an international region with safety concerns)

Name	
You preferred contact information (email or phone number)	
Reason for travel	
Paper/project related to work in which CEOMPH class?	
Date of travel (include dates you will be traveling)	
Mode of travel (e.g. air, car)	
If conference, conference title and link to information	
Funds requested (include itemized estimate of funding requested)	
Other funding sources where funds requested (list source and amount requested)	
Safety concern? If so, please explain conditions and how your safety will be assured.	