



In celebration of the School's tenth anniversary, SPHHS and the Public Health Alumni Association have partnered to launch the Capital Connection Fund, which will provide financial assistance for students to take advantage of off-campus research, internships, conferences and other professional development activities. The Fund will enable students to pursue opportunities which they would otherwise not be able to afford, and to facilitate formative educational experiences beyond GW's walls. Contributions of alumni, faculty, and other friends of SPHHS support the Fund (see [www.gwu.edu/online\\_giving/index.cfm](http://www.gwu.edu/online_giving/index.cfm)).

The Capital Connection Fund will support four types of awards:

**Capital Connection Scholars Awards** – These awards, up to a maximum of \$1000, will support conference attendance for students and recent alumni whose abstracts have been accepted for presentation at professional conferences. The research presented must relate to a student's academic endeavors while attending SPHHS or to paid or unpaid research with an SPHHS faculty member. (Presentations at GWU Research Day are not eligible.)

**Capital Connection Fieldwork Awards** – These awards, up to a maximum of \$1000, will support travel expenses associated with practicum, culminating experience or similar academic fieldwork.

**Capital Connection Research Awards** – These awards, up to a maximum of \$2500, will support research activities (including travel) related to a student's academic program (culminating experience, independent study, dissertation, etc., but not practicum/internship).

**Conference Registration "Mini-Awards"** – These awards will support conference or workshop registration fees, up to a maximum of \$150.

We anticipate funding three Capital Connection Scholar, Fieldwork, and Research awards each year (one of each per semester). The selection committee for these awards will be comprised of SPHHS alumni (2), SPHHS faculty (2), and staff from the office of Medical Center Development and Alumni Relations (1). If more than one applicant receives the highest score on the basis of the written application, the top applicants will be interviewed to determine the winner(s).

We anticipate funding approximately 30 Conference Registration Mini-Awards each year. Selection for these awards will be made by departmental faculty. A specified number of awards will be made available annually to each department and to the BSPH program on the basis of student enrollment.

Additional awards may be granted if funding is available.

## Eligibility

- All students enrolled in SPHHS degree programs are eligible to apply.
- Students must be in good standing at GW (GPA of at least 3.0 for graduate students and 2.0 for undergraduate students) to receive awards.
- Individuals who have received one of the three major awards are not eligible to reapply. Students who have previously received a Conference Registration Mini-Award may apply for one of the three other awards in a subsequent year.
- A recipient of a Global Health Service Fellow award is not eligible to also receive a Capital Connection Fund Fieldwork Award.
- Eligible expenses for the Capital Connection Scholar, Fieldwork, and Research Awards include, but are not limited to: travel expenses; lodging; and meals (up to \$50/day). Scholar awards may also fund conference registration fees and poster printing. Research awards may also fund activities including but not limited to data collection and data analysis expenses (however, the student investigator's time may not be reimbursed). Expenses that would be covered by a student's employer are not supported.

- All awards are subject to availability of funds.

### **Special Eligibility Considerations for the Capital Connection Scholar Awards**

- An individual must be the documented presenting author in order to be eligible for a Capital Connection Scholar Award.
- Recent alumni may apply for Capital Connection Scholar Awards if the abstract is accepted within one year of graduation.

### **Application Due Dates**

Applications will be solicited three times per year: November 1st, March 1st, and June 15th. Funding decisions will be made within three to four weeks of the due date.

Recognizing that an opportunity may occasionally arise in an urgent time frame that does not correspond with these application due dates, SPHHS will consider out-of-cycle applications for the mini awards if adequate funds are available. However, it is expected that these out-of-cycle applications will occur rarely, and only when an urgent decision is necessary. Applications should be submitted as much in advance as possible; retroactive applications will not be accepted.

### **Application Instructions and Selection Criteria**

#### **Capital Connection Scholar Awards**

##### Please Submit:

- 1) The Capital Connection Fund application form;
- 2) A resume or CV;
- 3) Your abstract and a copy of the letter confirming acceptance of your abstract as a poster or oral presentation and your status as the presenting author;
- 4) A 2-3 paragraph statement describing: the research you will present and your role in conducting this research; and, how the opportunity to attend this conference and present your work will enhance your professional development and career goals;
- 5) A letter of recommendation from a faculty member briefly addressing: How effectively can you communicate about your research methods, findings, and their significance? How will you benefit professionally from attending this particular conference? How effectively will you represent SPHHS?
- 6) A budget identifying all anticipated expenses, including those for which you are requesting support as well as those for which you are not requesting support. Use the Capital Connection Fund Budget Request Form. Attach supporting documentation if available.

##### Selection Criteria:

- 1) Quality of abstract (for example, are objectives, methods, results, and conclusions well-described?);
- 2) Oral presentation or poster (with oral presentation having higher weight);
- 3) Significance of your contribution/level of effort (when did you become involved, what was your role?);
- 4) Ability to articulate how this opportunity will enhance your professional development and career goals;
- 5) Letter of recommendation;
- 6) Availability of other financial resources to otherwise fund proposed activity;
- 7) Appropriateness of budget;
- 8) Excellence in academic performance (we will pull your current transcript).

## **Capital Connection Fieldwork Awards**

### Please Submit:

- 1) The Capital Connection Fund application form;
- 2) A resume or CV;
- 3) A 1-page description of the proposed fieldwork activity (including your specific role), your learning objectives, and how the opportunity to conduct this fieldwork will enhance your professional development and career goals;
- 4) A letter of recommendation from a faculty member briefly addressing: Are your learning objectives reasonable? Do you have the skills and abilities to carry out the proposed activities? How will you benefit professionally from this fieldwork, i.e., what will you carry away from the field experience that you didn't have going in?;
- 5) A budget identifying all anticipated expenses, including those for which you are requesting support as well as those for which you are not requesting support. Use the Capital Connection Fund Budget Request Form. Attach supporting documentation if available.

### Selection Criteria:

- 1) Quality of description of activities that you will undertake;
- 2) Relevance of your identified learning objectives or research objectives to your proposed activity;
- 3) Innovation and initiative;
- 4) Ability to articulate how this opportunity will enhance your professional development and career goals;
- 5) Letter of recommendation;
- 6) Availability of other financial resources to otherwise fund proposed activity;
- 7) Appropriateness of budget;
- 8) Excellence in academic performance (we will pull your current transcript).

## **Capital Connection Research Awards:**

### Please Submit:

- 1) The Capital Connection Fund application form;
- 2) A resume or CV;
- 3) A research proposal, not to exceed eight pages, to include the following sections: title, background, objectives, methods, strengths and limitations, and timeline.
- 4) A budget identifying all anticipated expenses, including those for which you are requesting support as well as those for which you are not requesting support. Please attach justification for any budget items that may not be readily apparent to reviewers. Use the Capital Connection Fund Budget Request Form. Attach supporting documentation if available.
- 5) A 1-2 paragraph description of how the opportunity to conduct this research will enhance your professional development and career goals;
- 6) A letter of recommendation from a faculty member addressing: How well conceptualized is your proposal? How did you demonstrate innovation and initiative in developing your proposal? Do you have the skills and abilities to carry out the proposed research? What you will learn by conducting the research that will help you in your career?

### Selection Criteria:

- 1) Quality of proposal;
- 2) Innovation and initiative;
- 3) Ability to articulate how this research opportunity will enhance your professional development and career goals;
- 4) Letter of recommendation;
- 5) Availability of other financial resources to otherwise fund proposed activity;
- 6) Appropriateness of budget;
- 7) Excellence in academic performance (we will pull your current transcript).

Note: *Ad hoc* reviewers may be sought for the Capital Connection Research Awards if the selection committee does not have adequate expertise.

### **Conference Registration Mini-Awards**

#### Please Submit:

- 1) The Capital Connection Fund application form;
- 2) A resume or CV;
- 3) A 1-page description of the conference, how the conference topic is relevant to your career goals, and how the opportunity to attend this conference will enhance your professional development;
- 4) A copy of the conference registration form which shows registration costs.

#### Selection Criteria:

- 1) Ability to articulate how the opportunity to attend this particular conference will enhance your professional development.
- 2) Relevance of conference topic to your career goals.
- 3) Availability of other financial resources to otherwise fund conference registration.
- 4) Excellence in academic performance (we will pull your current transcript).
- 5) Any other selection criteria that departments may wish to add.

### **If Your Award is Funded . . . .**

- For tax purposes, your award will be considered a reimbursement.
- If you are offered a Conference Registration Mini-Award, payment will be sent to you as soon as we receive documentation from you that you have registered for the conference.
- If you are offered a Capital Connection Scholars Award, Fieldwork Award, or Research Award, 75% of the payment will be sent to you as soon as you confirm that you will accept the award. After you return, you be required to submit an expense report (with itemized receipts). The remaining 25% of your award (or less, if your expenses were less than anticipated) will be reimbursed upon review of your expense report and receipt of your synopsis (below).
- If you receive a Capital Connection Fund award, you will be required to submit a two- to three-paragraph synopsis of your experiences describing how this activity enhanced your understanding of public health, your professional networking, your skills, etc. We want to publicize students' positive experiences with these awards in order to solicit more donations to the Capital Connection Fund. So, please be aware that what you write may be used in future Capital Connection Fund publicity and publications
- We would also like to hear any suggestions you have for improving the Capital Connection Fund application or award process.
- We know that you will do a wonderful job representing GW! We're proud of you!

### **Any Questions?**

- Please feel free to contact Mallory Boyd, Ross 221, [sphmxb@gwumc.edu](mailto:sphmxb@gwumc.edu).