



## Trainee Professional Development Award Frequently Asked Questions

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### Award Information

- **What is the submission open and close timeline?**  
SfN will accept Trainee Professional Development Award applications May 6, 2019 – June 6, 2019.
- **What do Trainee Professional Development Award recipients receive?**  
Trainee Professional Development Award recipients receive complimentary registration for the SfN annual meeting. Additionally, recipients will receive a monetary stipend of \$1,000 or \$2,000. Award stipend amounts are based on recipient location; recipients based in North America receive \$1,000, and recipients based internationally receive \$2,000.
- **When will recipients be notified that they have received a Trainee Professional Development Award?**  
Award recipients will be notified of receipt of the award in September.
- **Will applicants that are not selected to receive a Trainee Professional Development Award be notified?**  
Unfortunately, SfN is unable to notify applicants that they have not been selected for a Trainee Professional Development Award.
- **How are recipients selected?**  
Awards are distributed based on the merit of the trainee's application.

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### Application

- **Do applicants need to be nominated by someone else for consideration?**  
No, applicants may nominate themselves for a Trainee Professional Development Award.
- **How do applicants apply?**  
Applications are submitted via the online application portal, which can be accessed through SfN.org.
- **What are the required application components?**  
To apply, applicants must submit:

- Copy of the applicant's abstract submission confirmation form for the upcoming SfN annual meeting, including bit the control/tracking number and the complete abstract.
- Applicant's CV, including education, honors/awards, and publications (abstracts and manuscripts).
- Short essay (no more than 500 words) on how attendance at the annual meeting will impact you career goals (or, for undergraduates, why you chose the path of neuroscience). Additionally, the essay should speak to a personal experience that has had a broader impact on your career in science.

Examples of topics include:

- A woman scientist who has inspired the applicant
- The importance of local advocacy and outreach efforts in neuroscience
- The importance of conducting rigorous science
- One-page letter of recommendation from the applicant's mentor, advisor, chapter representative or program/department chair

**Reference letters over one page will void the application**

- **Will applications be accepted if components are missing?**

No, applications that are missing one or more of the application components will not be considered.

- **Can applicants submit information in addition to or instead of the application components requested?**

No, applications with materials not requested will not be reviewed.

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## Eligibility

- **What are the eligibility requirements needed to apply for a Trainee Professional Development Award?**

In order to be considered for a Trainee Professional Development Award, applicants must be:

- The presenting author of an abstract to be presented at the annual meeting
  - Only one application per abstract is permitted. Multiple applications with the same abstract will be ineligible. Please coordinate with other authors on your abstract submission to avoid ineligibility. For more information, please contact [tpda@sfn.org](mailto:tpda@sfn.org).
- A member of SfN
- Currently enrolled as an undergraduate, graduate, or completing postdoctoral fellowship, or have completed one of these programs in the same year the award is given.

- **Are individuals eligible for a Trainee Professional Development Award if they did not submit an abstract?**

No, to be considered eligible for a Trainee Professional Development Award, applicants must submit an abstract.

- **Do applicants need to be a current SfN member to be considered eligible?**  
Yes, only current SfN members are eligible for Trainee Professional Development Awards.
- **Can individuals apply for a Trainee Professional Development Award if they completed or will have completed their current program before recipients are selected?**  
Yes, applicants are considered eligible if they are currently enrolled in or completed an undergraduate or graduate program, or a postdoctoral fellowship in the same year the award is given.
- **Can individuals apply for a Trainee Professional Development Award if they received another SfN travel award?**  
No, applicants are ineligible for a Trainee Professional Development Award if they received another SfN travel award in the same or previous year.

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### **Award Stipend and Tax Information**

- **When do award recipients receive their award stipend?**  
Award recipients will receive their award stipend during the SfN annual meeting.
- **Where can award recipients pick up their award stipend?**  
Award recipients can pick up their award stipend from the SfN Business Office.
- **Are award recipients required to submit documentation in order to receive the award?**  
United States citizens and permanent residents of the United States are required to submit a W-9 tax form. Foreign nationals are required to submit a W-8 tax form.

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### **Annual Meeting**

- **Are recipients required to attend specific events during the annual meeting?**  
Yes, TPDA recipients are required to attend:
  - The Trainee Professional Development Award poster session on Saturday evening.
  - At least two professional development workshops.
- **Will recipients be asked to complete anything following the annual meeting?**  
Yes, TPDA recipients will be asked to complete a post-event survey following the annual meeting; this will be provided to recipients digitally.
- **Will recipients be reimbursed for SfN annual meeting registration if they register in advance of award notification?**  
Yes, all Trainee Professional Development Award recipients receive complimentary registration. If you register for SfN's annual meeting before receiving the award, staff will process your reimbursement.
- **How do recipients access their complimentary registration?**  
Award recipients will receive a unique registration link to their complimentary registration following notification of receipt of the award.

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### **Web-based Learning Opportunities**

- **What type of web-based learning will award recipients have access to?**  
Award recipients will have access to specialized learning opportunities on Neuronline, SfN's home for learning and discussion.
- **How often will recipients receive TPDA-related emails throughout the year following their award?**  
Award recipients will receive TPDA-related emails on a quarterly basis.

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