

APPLICATION FOR STUDENT TRAVEL AND TRAINING FUNDS

Environmental Sciences PhD Program

(Complete this form and return it to K. Napier, 114 Bio Sci. I)

Student Name: _____

Purpose of Request:

Meeting Travel *

- Name of Meeting: _____
- Location of Meeting: _____
- Dates of Meeting: _____
- Level of Participation at the Meeting: _____
(Presenting a paper/poster, co-author on a paper/poster, etc.)

(Please attach a copy of your abstract and meeting announcement)

- Training Travel **

Description of ...

(Please attach a brief statement of need and hours of training)

Costs:

- For **meeting travel**, provide a cost estimate for transportation, room and board and registration.
- ** For **training travel**, provide a cost estimate for the need.

Are any matching funds available?

Yes/No

Source (e.g. faculty advisor, home department, applying to College of Science & Math)

ES PhD Program Progress

Do you have a dissertation director form on file in the program office

Yes/No

Have you completed your preliminary exams?

Yes/No

(Signature of Student)

(Signature of Faculty Advisor)

(Director Approval, signature)

(Date)

\$ _____
(Funds approved)

Guidelines for the Environmental Sciences PhD Program

Student Travel/Training Support Fund

1. The Research Support Fund is available to support travel and training expenses for PhD students in the Environmental Sciences PhD Program.
2. To be eligible, applicants in the ES PhD program must have the approved program dissertation advisor form on file in the ES PhD program office.
3. As of Fall, 2004, a "full" award from this fund is \$500 (maximum).
4. A student is eligible for one "full" award per academic year. PhD students may receive the "full" award amount up to four times during the course of their degree program.
5. Our guidelines for offering funding are:

Meeting Travel

- A student who is first author or presenting author on a paper/poster is eligible for full funding.
- A student who is second or later author, or is a non-presenting author, is eligible for partial funding.
- Each single paper/poster will receive a maximum of 1.5 times the full funding amount when more than one program student is a co-author on the presentation. Division of these funds will be at the discretion of the faculty advisor.
- Students who are attending a meeting but are not involved with a presentation are eligible for \$200 toward funding one meeting per year. Students attending short-courses or workshops may also receive partial funding.

Research Training and Travel Expenses

- Expenses incurred for dissertation research that involves travel for training at workshops, short courses, or supervised laboratory/field experiences are eligible for support. Such expenses may include travel, registration, housing and per diem for meals.
6. We encourage students applying for the Travel Support Fund to also request, and indicate in this application, the availability of, additional matching funds from their home department, College and faculty advisor.
 7. Funds are awarded on a "first-come, first-serve" basis for those meeting eligibility requirements.
 8. Application forms for the ES PhD Travel/Training Support Fund and the COSM Travel Form are available in the ES PhD program office.

REQUEST FOR FUNDS and REIMBURSEMENT PROCEDURES

Special Projects Fund - College of Science and Mathematics

This information is to help you consider whether you can qualify for additional travel funding from the College Office. Please contact the ESPhD program office before travel. College funding is provided on a "first-come, first-served" basis. If you plan on attending a conference at any time during the academic year, it is in your best interest to **apply as early as possible** so that funding can be encumbered in your name.

All requests for funds must be submitted prior to the funded activity using the Request for Funds form (available in the ESPhD program office). ***Any requests received after the travel will be denied.*** A copy of your signed travel authorization must be attached. After you have traveled, the program office (Kim) will submit a Request for Reimbursement form for you.

All requests are processed on a "first come, first served" basis. When all funds have been expended, requests will be dated and held for any cancellations. If your event is canceled, please notify Kim in the program office so that the funds can be made available for another student.

ADMINISTRATIVE POLICY

Special Projects Fund - College of Science and Mathematics

This policy establishes the College's guidelines regarding Special Projects Fund. The College of Science and Mathematics will consider requests for funding in the following areas:

Priority 1:

Students who travel to professional meetings to present paper or posters may request funds to match departmental support, not exceeding \$150 for domestic travel and not exceeding \$300 for international travel. Students may request funds for travel one time during the academic year.

Priority 2:

Students who attend professional meetings but do not present may request funds to match departmental support not exceeding \$100 for domestic travel and not exceeding \$200 for international travel. Students may request funds for travel one time during the academic year.