

DEPARTMENT OF BIOCHEMISTRY AND MOLECULAR BIOLOGY**GRADUATE STUDENT TRAVEL AWARDS****(Adopted: June 19, 2012)****Purpose:**

To promote graduate student participation and presentations at scientific meetings

Application:

Applications will be taken following acceptance of a student's presentation at a National or International Meeting.

Each award will be announced a few days after an application is received.

Requirements: The student must submit (i) a completed application form, (ii) a copy of the submitted abstract, (iii) a letter of recommendation from the dissertation advisor, and (iv) a letter or email indicating that the abstract is accepted for oral or poster presentation at the meeting. This material must be submitted together as a package. *Alternatively, a student may apply for a reimbursement (retroactive) award by submitting items (i) – (iii) as above and a copy of the meeting program showing their presentation details as item (iv).*

Criteria: Students submitting an application that fulfills all of the above criteria will receive \$300 towards expenses for attending the meeting.

Eligibility: There is no limit on the number of times a student may apply, but the amount of funds available is limited to \$1,800 per calendar year (July 1 through June 30). This means that the Department will normally fund up to 6 Student Travel Awards per academic year. *In rare cases of great merit, if an award is not made due to lack of funds towards the end of an academic year, the application may be reconsidered and awarded retroactively from funds from the following year.*

Please submit the application form below, along with items (ii) through (iv) above to:

Departmental office, BMS 853, ATTN: Departmental Awards Committee Chairperson.

**DEPARTMENT OF BIOCHEMISTRY
AND MOLECULAR BIOLOGY**

GRADUATE STUDENT TRAVEL AWARD APPLICATION

NAME: _____

LABORATORY: _____

MEETING YOU WISH TO ATTEND: _____

Dates of meeting: _____

Location of meeting: _____

Are you submitting an abstract for presentation at the meeting? _____

If yes, please attach a copy of an abstract and a letter of support from the advisor. If no, please explain and attach a letter of support from the advisor. Note that the committee prefers to give the award to a student who is the first author and will present a peer-reviewed abstract at the meeting.

Abstract Title: _____

Abstract Authors: _____

Are you the presenter? _____ Are accepted abstracts peer reviewed? _____

Estimated Costs of Travel: Registration Fee: \$ _____

Abstract Submission Fee (if applicable): \$ _____

Airfare (quote): \$ _____ Hotel (# nights _____): \$ _____ Meals (estimate): \$ _____

Indicate if the accommodation costs are for a shared room: _____

TOTAL EXPENSES: \$ _____

Since these awards provide partial reimbursement of expenses (registration and/or airfare, for example), what is the source of funds for paying the remainder of expenses?

Signature of student: _____

Date: _____

Signature of advisor: _____

Date: _____

DEPARTMENT OF BIOCHEMISTRY AND MOLECULAR BIOLOGY
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LABORATORY: _____

MEETING YOU WISH TO ATTEND: _____

Dates of meeting: _____

Location of meeting: _____

Abstract Title: _____

Abstract Authors: _____

Please attach items ii through iv from the requirements section

Since these awards provide partial reimbursement of expenses, what is the source of funds for paying the remainder of the expenses? _____

Signature of student: _____ Date: _____

Signature of advisor: _____ Date _____