

PROCEDURES FOR TRAVEL SUPPORT FOR STUDENT PRESENTATIONS

1. A completed application, with all required attachments, must be submitted at least one month prior to the planned trip.
2. Students are responsible for completing the application and obtaining all signatures from their Faculty Sponsor and their College Dean.
3. Applications without the necessary attachments will not be considered (i.e. applicant statement, letter of recommendation, abstract of presentation, and verification of acceptance at an international, national, or regional conference).
4. Completed applications must be submitted to the appropriate offices as follows:
Undergraduate Students: submit applications to Dr. Nadine Koch, Acting Associate Dean, Office of Undergraduate Studies, Administration 725
Graduate Students: submit applications to Dr. Alan Muchlinski, Associate Dean, Graduate Studies and Research, Administration 710
5. Applications will be reviewed upon submission and awards will be made until all funds are expended.
6. After the review of the application, the Faculty Sponsor will be notified of the decision. The Faculty Sponsor will notify the student.
7. Before the trip begins, students must complete a Request for Travel form (obtain a copy in your Department office) and forward it to the Office of Graduate Studies and Research (Administration 710).
8. Upon completion of travel, a Travel Claim form must be completed and submitted to the Office of Graduate Studies and Research. Your faculty sponsor can assist you with the completion of this form.
9. Finally, a one-page report describing your presentation (i.e. number of attendees, summary of evaluation comments if any, etc.) must be submitted to the Office of Graduate Studies and Research at the same time you submit the Travel Claim form.

SELECTION CRITERIA FOR TRAVEL SUPPORT FOR STUDENT PRESENTATIONS

1. The student is the presenter of a paper (oral or poster) at a regional, national, or international conference. Only one author of a co-authored paper is eligible to receive funding from this program.
2. The conference is one that will provide the student with an opportunity to further their educational objectives. Please clearly state these objectives in the applicant statement.
3. Student has not had previous support for travel, nor is he/she a participant in a program that provides funds for travel to professional meetings.

