

Student Travel Fund: Type I funding ***Travel to a scientific meeting or conference***

Eligibility Guidelines:

- 1) The applicant must be a current RSMAS student
- 2) The results to be presented must have been generated through research conducted while at RSMAS. Preference will be given to those presenting results of their own thesis or dissertation work.
- 3) The student must appear as the first author on the abstract submitted, or be the sole presenter (documentation of which can be provided by the student's advisor)

Application Procedure:

- 1) Provide a completed "type I" application. This includes the faculty affidavit being signed. Please fill out ALL blanks to the best of your knowledge.
- 2) Provide an abstract of the research to be presented at the meeting.
- 3) Provide proof of abstract acceptance from the meeting. This can be an e-mail from a conference representative, a copy of the conference program where your name and abstract title appear, or any other documentation that confirms your presentation at said conference.
**applications are often submitted before this documentation is available. Awards can be given PENDING receipt of all supporting documents prior to travel.*
- 4) Provide a realistic budget. Space is available on the application form.

Reimbursement Procedure:

- 1) You will receive an STF award letter (yellow), which specifies the amount of the award and pertinent details of travel. **SAVE THE AWARD LETTER.** You must have it to be reimbursed. Please read carefully the information sheet attached to your award. Award letters are delivered to department mailboxes a few days after each STFC meeting.
- 2) During your meeting. Save receipts for **travel** (airfare, taxis, etc), **registration** and **lodging**. STF cannot reimburse food expenses.
- 3) Upon return. Attach your receipts to the award letter and drop it off in the Graduate Studies Office.
- 4) Your reimbursement request will be processed through the business office within 2-3 weeks. Susan MacMahon (GSO) will notify you when your check arrives.
- 5) Monies not claimed within 1 month of return date may be returned to the fund.

STUDENT TRAVEL FUND TYPE I APPLICATION FORM

Name: _____
Division: _____ Degree sought : _____
RSMAS matriculation date: _____ Anticipated graduation date: _____
Phone: Campus: _____ Home: _____
E-mail address: _____

Meeting Information

Name: _____
Location: _____ International () yes () no
Dates of Meeting: _____ Dates you will attend: _____
Title of abstract submitted for the meeting specified above: _____

Has this research been conducted while you were a student at RSMAS () yes () no
Is this research an integral part of your thesis/dissertation? () yes () no

Budget (please specify details to the right of each blank below)

Registration fee \$ _____
Transportation \$ _____ Mode of Transportation : _____
Hotel \$ _____
Other (explain) \$ _____
Total \$ _____ = A

Non-Student Travel Fund Support

a) Are you presently supported by a grant? () yes () no
b) Does this grant have money available for travel? () yes () no
c) If so , how much is available for this trip? \$ _____ =B
Do you have other sources of travel money (excluding personal funds) for this trip?
() yes () no If yes, how much ? \$ _____ =C

Total non-Student travel fund support: \$ _____ (B + C = D)
Amount you are requesting from the Student Travel Fund: \$ _____ (A - D or the maximum allowed)

Funding History

Have you received support from the MSGSO Student Travel Fund before? () yes () no
If yes, when and how much ? Dates: _____ Amounts: \$ _____

The following supporting documents are required as part of this application. Please circle those that are not being submitted with this application at this time and an approximate date as to when they can be expected. It is your responsibility to submit the missing documents BEFORE you leave for your meeting. (Submit late supporting documents to Matt Buoniconti, MGG: mailbox 3rd floor N. Gros.):

1) Abstract submitted for meeting Date: _____
2) Documentation of abstract acceptance Date: _____
3) Signed Faculty Co-author or PI affidavit Date: _____

Applicant's signature: _____ Date: _____
Major Professor's signature: _____ Date: _____

All blanks on this form must be filled completely and truthfully.

****Student Travel Funds are made possible in part by the efforts of MSGSO.
PLEASE CONSIDER DONATING YOUR TIME. ****

MSGSO STUDENT TRAVEL FUND COMMITTEE
Faculty / Co-Author Affidavit

- a) Is your student presently supported by a grant? yes no
b) Does this grant have money available for travel? yes no
c) If so , how much is available for this trip? \$_____

I am/ am not able to contribute to the travel cost of \$_____ to
present our work at the meeting listed on the included application.

The total amount I can contribute is \$_____.

signature

Printed name