**NSM Graduate Research Scholar Travel Awards - Guidelines**

*College of Natural Sciences and Mathematics*

**Purpose**

* To provide funds for graduate student development, specifically for more senior graduate students who are well into their research project and have significant research results to present
* To provide assistance with expenses related to travel to conferences and professional events in cases where grant funding or other resources are otherwise not sufficient to support this
* To enhance the reputation of the College and the University in the greater research community

**General Information**

* At present, there is no allocated budget line for this purpose in the NSM base budget; funds will be provided from other limited resources available
* Total funds available for each round may vary depending on college resources
* There is a limit of $500/request
* ***Only one award per graduate student during their academic program***
* ***Only one graduate student per research advisor during a given academic year***
* Once funds are exhausted for each round, additional awards will not be available
* Requests for funding may be submitted at any time up to the deadline for a particular round of funding (two rounds per fiscal/academic year)
* Dean and/or Associate Dean will review requests as they are received, and will normally respond with a decision within 1-2 weeks

**Deadlines**

* Applications may be submitted at any time up to the deadlines for travel between the dates indicated below:
	+ Round 1: Fall Semester (1 July – 31 December events)
	+ Round 2: Spring Semester (1 January – 30 June events)

**Eligibility**

* MS and PhD students in NSM departments who are in good standing and who are well along in their research programs

**Selection Criteria**

* Student must be in good standing and making progress toward degree within program of study
* Priority given to PhD students who are already admitted to candidacy
* Importance/quality of event; benefit to student and/or UT
* Active participation in meeting or conference (talk or poster presentation)
* Availability of NSM designated funds
* Availability of sufficient supporting funds from other sources

**Requirements**

* Within two weeks of return to campus, recipients will submit a one-page summary of their experience to the NSM Dean’s office
* Participation in a NSM Graduate Research Scholars roundtable during the semester of travel

**Application Process**

* Complete and submit application form by the deadline, with all required information
* Incomplete applications will be returned without consideration
* Endorsement by Faculty Advisor and approval by Department Chair are required

(Endorsement by Advisor required)

COLLEGE OF NATURAL SCIENCES & MATHEMATICS

**REQUEST FOR NSM GRADUATE RESEARCH SCHOLAR TRAVEL AWARD FUNDS**

**NSM Department** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** **of Event**/**Conference** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Application** **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Graduate Thesis/Dissertation Advisor** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I. APPLICATION ROUND (based on dates of travel) II. Student Info:**

 **Round I (July 1 – December 31) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_** MS student **\_\_\_** PhD student

 **Round II (January 1 – June 30) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_**  Admitted to Candidacy? Date \_\_\_\_\_\_\_\_\_\_\_\_\_

 Year entering graduate program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**III. Purpose of Request (check all that apply)**

 \_\_\_\_\_ Regional \_\_\_\_\_ National \_\_\_\_\_ International \_\_\_\_\_ Conference \_\_\_\_\_ Symposium \_\_\_\_\_ Research \_\_\_\_\_\_Contributed Talk

 \_\_\_\_\_ Professional Activity (elected officer, performance, exhibition, etc.) \_\_\_\_\_ Invited Keynote Review or Talk \_\_\_\_\_Invited Talk

 \_\_\_\_\_Poster Presentation \_\_\_\_\_Student First Author \_\_\_\_\_ Other (explain)

# IV. Description of Request

On a separate sheet, provide a brief statement that clearly describes the reason for your request and the expected benefit. **Requests for Travel** should include the intended destination and purpose of the travel. Attach a copy of any material that will **verify** your participation in the requested travel.

# V. Detailed Budget

Provide an itemized list of the expenses that you expect incur for this travel.

 Transportation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lodging: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Registration Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other (explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 1) Total $ Expenses estimated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2) Minus other sources of funding (see Section VI below): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3) **Grand Total $ Requested from NSM Graduate Research Scholar Funds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (NOTE: Limit $500.00)**

## VI. Other Funding Sources *(List sources from which funds have been solicited for support of the activities included in this request.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Yes** | **No** | **Amt. Received (or Requested)** | **Comments/Status** |
|  Grant support available to be used? |  |  |  |  |
|  Applied for Department Funds? |  |  |  |  |
|  Applied for Graduate Student Association travel funds? |  |  |  |  |
|  Other (e.g., personal funds, etc. - please specify) |  |  |  |  |
|  **Total from Other Funding Sources:** |  |  |  |  |

**VII. Comments and Endorsement by Advisor**

ADVISOR SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT CHAIR SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_