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
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 ____________

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.)

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<thead>
<tr>
<th>Source</th>
<th>Yes</th>
<th>No</th>
<th>Amt. Received (or Requested)</th>
<th>Comments/Status</th>
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<tbody>
<tr>
<td>Grant support available to be used?</td>
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<td>Applied for Department Funds?</td>
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<td>Applied for Graduate Student Association travel funds?</td>
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<td>Other (e.g., personal funds, etc. - please specify)</td>
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<td>Total from Other Funding Sources:</td>
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VII. Comments and Endorsement by Advisor

ADVISOR SIGNATURE _____________________________________________________________________ DATE ______________________

DEPARTMENT CHAIR SIGNATURE ____________________________________________________________________ DATE ______________________