

Fall 2006

TO: Chemistry/Biochemistry Graduate Students
FR: Dan Donoghue, Chair, Graduate Affairs
RE: Graduate Student Travel Awards

This is the first and last call for graduate student travel award requests for travel to scholarly meetings that take place between 7/01/06 and 8/30/07.

Each year, the department receives funds from OGSR to assist our graduate students with travel to meetings. The guidelines for distributing these funds are set by the Graduate Affairs Committee according to OGSR and departmental policy.

For all travel award requests, an application is appended. Bring hardcopy with signatures to Lynne. If you have a request for an award for travel already completed, Lynne will work with you to determine if a retroactive payment is possible in your situation.

Questions about the request process and policies should be directed to Lynne (lmcmulli@chem.ucsd.edu or 40780).

- Students must be in good academic standing, within campus support time limits, and must register the full 2006/2007 year. Advanced PhD students are given priority.
- A student may apply for one award per year. The maximum award is \$250 or 90% of actual expenses, whichever is less.
- Students who do not have travel money available through fellowships or training grants are given priority.
- The adviser is expected to contribute at least 10% of an award. For example, if airfare to a meeting is \$100, the maximum travel award would be \$90, and the advisor would be expected to contribute \$10.
- Awards are made to students who are presenting a paper or poster at a scholarly meeting.
- Awards are made for either travel or registration costs, but not both for the same meeting.
- Groups with senior faculty are limited to \$600 per year within the group. Groups with junior faculty are limited to \$800 per year within the group.
- Awards not claimed by submitting a travel voucher within two weeks of notification of award or 30 days after travel, whichever is later, will be considered to have been declined. The declined money will be awarded to other students.

REQUEST FOR EXPENSES TO A SCHOLARLY MEETING

Date: _____

Your Full Name: _____

Your @chem email address: _____

Adviser's Full Name: _____

I am presenting a: Talk _____ Poster _____

Destination: from _____ to _____

Name of Organization/Meeting: _____

Dates of Meeting: _____ **Place of Meeting:** _____

Title of Paper or Poster (Attach a Copy of the Abstract):

Actual travel cost: _____ Actual registration cost: _____

Funds are requested for (choose one): travel _____ registration _____

Amount requested: \$ _____

Are there any other sources available to fund travel expense? _____

Signatures:

Applicant (Signature certifies that you are presenting this research paper or poster)

Adviser (Signature certifies that you agree to provide at least 10% of amount requested)
Reminder: Yearly maximum allocation for senior faculty groups is \$600 and for junior faculty groups, \$800.

Amount awarded \$ _____