

## **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:
  - o Round 1: Fall Semester (1 July – 31 December events)
  - o 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)  
Round I (July 1 – December 31) \_\_\_\_\_  
Round II (January 1 – June 30) \_\_\_\_\_

II. Student Info:  
\_\_\_ MS student \_\_\_ PhD student  
\_\_\_ 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)				
<b>Total from Other Funding Sources:</b>				

VII. Comments and Endorsement by Advisor

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

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