**DEPARTMENT OF INTEGRATIVE BIOLOGY**

**GRADUATE STUDENT TRAVEL GRANTS**

**2022 – 2023 Academic Year**

**Grant Overview:**

The Department of Integrative Biology (IB) encourages graduate students to engage in their research community at local, regional, national, and international professional conferences or workshops. Travel grants are available for masters and doctoral graduate students, provided they meet the criteria outlined below.

The maximum award amounts are $500 for domestic travel and $750 for international travel (note: students may or may not receive the entire amount requested). Applications for travel funds will be evaluated by the IB Awards, Scholarship and Outreach (ASO) Committee.

Students are also encouraged to apply for travel funds through the College of Liberal Arts and Sciences (CLAS), and the Provost’s office. The remainder of the cost of travel should be met by the advisor and/or other sources.

*• To apply for a CLAS travel award visit* [*https://clas.ucdenver.edu/orca/student-research*](https://clas.ucdenver.edu/orca/student-research)*. For questions, contact Associate Dean of Research and Creative Activities Dr. Laura Argys ([Laura.Argys@ucdenver.edu](mailto:Laura.Argys@ucdenver.edu)).*

*• To learn about support from the Provost’s office visit* [*https://ucdenver.edu/graduate-programs/forms-resources*](https://ucdenver.edu/graduate-programs/forms-resources) *and search for “Travel Award Application Form, Denver”. For questions, contact Associate Vice Chancellor Beth Myers in the Office of Academic Planning (*[*Beth.Myers@ucdenver.edu*](mailto:Beth.Myers@ucdenver.edu)*).*

**Eligibility Requirements**:

The student must be enrolled in the Masters or Doctoral program in the Department of Integrative Biology.

Every graduate student completing a thesis or dissertation is eligible for one travel grant as part of their graduate program; while subsequent applications for travel funds will be considered, they will be given lower priority.

The student’s IB thesis/dissertation advisor must approve the travel grant application.

All travel must be in accordance with the University’s COVID related travel policy (<https://www.ucdenver.edu/coronavirus/faq-topics#Travel>).

**Evaluation criteria:**

Priority will be given to fund students based on the following criteria (ordered from high to low priority):

1. Presenting research at conference/workshop

2. Students approaching graduation

3. Travel that involves learning an important skill used in your research (but not presenting your research)

4. Attending conference/workshop (but not presenting your research)

5. Students that already received an IB travel grant

**Application Materials:**

1. **Application form**
2. **Student CV**
3. **Proposed abstract** of the work to be presented at the meeting (include authors and affiliations). Students and advisors are expected to plan ahead for their travel requirements and adhere to the deadlines below. As it is understood that the abstract submission and acceptance deadlines may not match departmental travel award deadlines, a proposed abstract and authors is requested for this application. Please note that awards are contingent on the student attending the meeting.

**Travel Award Process:**

Students will be notified by email if they received the IB Graduate Student Travel Grant.

Awardees should work with Barbara McClure well ***in advance*** of your travel dates for assistance with travel arrangements, expenditures, and any reimbursements that might be necessary. Contact Barbara **BEFORE** your travel: [barbara.mcclure@ucdenver.edu](mailto:barbara.mcclure@ucdenver.edu).

Awardees should acknowledge Integrative Biology in their presentation.

Upon completion of the meeting, awardees are expected to work with their graduate advisor to write a brief article no more than one paragraph in length describing the travel activities (e.g., authors meeting, implications of research) for our E-Nouncements and the CLAS Dean’s Notes.

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| **Deadlines: Tuesday, November 1, 2022 (fall deadline) &**  **Monday, April 3, 2023 (spring deadline)**  Applications should be submitted to Jacki Craig, at [jacki.craig@ucdenver.edu](mailto:jacki.craig@ucdenver.edu).  Questions can be directed to [Chris.Miller@ucdenver.edu](mailto:Chris.Miller@ucdenver.edu) |

**GRADUATE STUDENT TRAVEL AWARD**

**2022 – 2023 APPLICATION FORM**

|  |  |
| --- | --- |
| Name |  |
| UCD Email Address |  |
| UCD Student ID |  |
| Graduate Program (MS/PhD) |  |
| Year In Graduate Program |  |
| Faculty Advisor |  |
| Meeting Name |  |
| Meeting Location |  |
| Meeting Dates |  |
| Link to Meeting Information |  |
| Title of Presentation |  |
| Estimated TOTAL Cost of Travel | $ |

Please provide a detailed budget for the proposed travel activities (provide dollar estimates for **all** expected expenses).

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Where will remaining funds needed to attend this meeting be derived (e.g., mentor, department, Graduate School, CLAS, personal funds, other)? Please provide dollar estimates for all sources.

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Please attach a **CV and** **proposed abstract** to your application, per instructions above.

Your Faculty Advisor must sign and date this form to acknowledge their approval of your application for travel support.

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Faculty Advisor Date