**DEPARTMENT OF INTEGRATIVE BIOLOGY**

**GRADUATE STUDENT TRAVEL SUPPORT**

**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 support is available for masters and doctoral graduate students once throughout their graduate degree, by submitting the application below.

The maximum support currently amounts to $500. Applications for travel support can be submitted at any time. Students are encouraged to submit their applications as soon as they know their travel plans.

Students are also encouraged to apply for travel funds through the College of Liberal Arts and Sciences (CLAS), and the Office of Graduate Education. 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 Office of Graduate Education, visit* [*https://www.ucdenver.edu/graduate-education/academics/forms*](https://www.ucdenver.edu/graduate-education/academics/forms)a*nd search for “Travel Award Application Form, Denver”. For questions, contact the Office of Graduate Education (*[*GraduateEducation@ucdenver.edu*](mailto:GraduateEducation@ucdenver.edu)*).*

**Eligibility Requirements**:

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

The student can not previously have received the maximum support for prior travel during their degree.

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

**Application Materials:**

1. **Application form** (this form)
2. **Proposed abstract** of the work to be presented at the meeting (include authors and affiliations). This abstract can be in rough draft form. Students and advisors are expected to plan ahead together for their travel requirements. Please note that awards are contingent on the student attending the meeting.

**Travel Award Process:**

Students will be notified by email once they receive the IB Graduate Student Travel Support.

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. Barbara can help you arrange for travel ahead of time – you shouldn’t need to pay for any travel costs yourself ahead of time, and reimbursements will be limited to expenses incurred *during* travel.

For international travel, awardees must complete an application for pre-approval with the Global Education office at least two months prior to travel. 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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| Applications and questions should be submitted to Chris Miller at [chris.miller@ucdenver.edu](mailto:chris.miller@ucdenver.edu) |

**GRADUATE STUDENT TRAVEL AWARD**

**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 |  |
| Amount requested  (maximum $500 during degree) |  |
| Title of Presentation |  |
| I have received a travel award from the department in the past (*students are eligible once per graduate degree*). | Yes No Details: |

Please attach the **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. Or, the advisor can reply all with their approval to an email in which they are cc’d. Either way, please cc your faculty advisor when submitting your application.

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Faculty Advisor Date