

Instructions

Travel to conferences, symposia, and special research opportunities is essential for the professional development of advanced research students. The University also benefits by being represented at such events. The Office of Research (OR) has therefore established a program to supplement student travel when other funding sources are insufficient.

In order to assure that discretionary funds from OR benefit the largest possible cross section of graduate students, the **highest funding priority** will be given to **doctoral-level students** and students in other **terminal-degree programs** (e.g., MFA) who are:

1. Invited to give major talks and are not offered funds from the meeting organizers,
-or-
2. In the final year of their programs **and** are presenting work at a national meeting where they will be evaluated by potential employers,
-or-
3. Offered a unique opportunity to conduct research on material at an off-campus site or can become involved in a special collaboration that may be available only under a limited set of circumstances.

The student should have passed their qualifying exams, unless there are extenuating circumstances. If accepted, the Office of Research will provide travel awards up to \$400 per trip and **require matching funds from the department and/or college**. These funds are primarily for assistance with the cost of travel, particularly airfare. These grants may be awarded to Graduate Students for traveling **once per fiscal year**. The Office of Research cannot provide any retroactive reimbursements.

Please check that you have attached the following paperwork:

- ☐ Travel Application
- ☐ Letter of Matching Funds from your Department/College
- ☐ Copy of Acceptance Letter from the Meeting

All documentation should be submitted to:

Dr. David P. Norton
Vice President for Research
PO Box 115500
407 Grinter Hall
Gainesville, FL 32611-5500

Applications must be received a **minimum of one (1) month in advance of the travel date** in order to help guide funding decisions. If your application submission is complete at the time it is received, a response will be received within 10 days. Please call 352-392-4803 if you have any questions or need clarifications on the guidelines.

Applicant Information

Name	_____	UFID (8-digit number)	_____
Email	_____	Year in Program	_____
College	_____	Qualifying Exam Date	_____
Department/School	_____	Expected Graduation Date	_____
Degree Expected	_____		

Meeting Information

Meeting Name	_____		
Location	_____		
Begin Date	_____	End Date	_____

Type of Presentation (Check all that apply): *Please provide a copy of any acceptance letter.*

- ☐ Keynote Address
 ☐ Invited Paper
 ☐ Symposium Paper
 ☐ Submitted Paper
☐ Submitted Work
 ☐ Other -> _____

Presentation Title	_____
Faculty & Staff Co-Authors	_____
Student Co-Authors	_____

Other activities you will participate in at the meeting:

Please indicate any research grants that supported the work:

If the work to be presented is submitted rather than invited, please explain how the meeting is of particular benefit to your research and/or professional development.

Proposed Travel Budget

Categories

Air Fare _____

Lodging _____

Registration _____

Car Rental _____

Meals _____

Miscellaneous - Please Itemize (e.g. Parking, Taxi, Toll, etc.)

Total Required _____

Proposed Travel Other than to Meetings

Please describe the opportunity in some detail. Additional material can be provided.
(e.g. opportunities for access to unique research materials, special collaboration, etc.)

Matching Funds for Travel

Amount from Department _____

Amount from College _____

Amount from Organizer
(or host institution/travel grant) _____

If you have received funds for travel from the Division of Sponsored Research or the Graduate School in the previous 5-years please indicate when and for what purpose.

Please Have the Completed Form Signed By

_____	_____	_____
Dissertation Supervisor (printed)	Signature	Date

_____	_____	_____
Department Chairman (printed)	Signature	Date

_____	_____	_____
College Dean (printed)	Signature	Date