

REQUEST FOR GRADUATE STUDENT PRESENTATION TRAVEL FUNDING

SEAS will award travel grants for the purpose of helping graduate students to defray travel costs when attending professional meetings according to the following guidelines:

1. Purpose of Travel

To qualify for consideration, the student must produce evidence that s/he is participating as a speaker, poster presenter, or panelist at the meeting. Preference will be given to students who are reporting research results. The value to students in attending meetings is recognized, as is the value of School representation. Therefore, where appropriate, students meeting the conditions above are encouraged to share transportation with non-presenters when driving to a meeting. Exceptions may be granted upon request to, and approval by, the Associate Dean.

2. Required Support Documentation

1) The "Request for Graduate Student Presentation Travel Funding" form; **2)** a copy of a letter or e-mail confirming that the student is a speaker, poster presenter, or panelist at the meeting. This document should include the student's name, title of presentation, and the conference name, location and date(s); and **3)** for international travel, proof of UM trip registration **AND** proof of HTH Worldwide insurance purchase.

3. Amount of Award

"Individual" assistance will be in the amount of \$200. NOTE: 14% is withheld for students without a tax treaty.

"Master's Project" travel to meetings would normally be budgeted in the project's original funding request. In unusual circumstances, master's project students may apply for travel funds subject to approval. Master's Project travel assistance will be in an amount of **up to \$300**, or two-thirds of the amount requested, whichever is less, per group (NOT per individual group member), contingent upon Associate Dean approval. One application should be submitted on behalf of the entire group, and decisions regarding the number of group members to make presentations and the use of the funds (transportation, lodging, meals, etc.) should be made by the group.

"International" assistance (PhD pre-candidates and candidates ONLY) will be in the amount of \$250. This is intended to meet the match requirement for additional Rackham funds. If your academic travel takes you out of the U.S., you are required to register via the U-M Travel Registry **and** purchase the HTH Worldwide Insurance. The health insurance is required even if you currently have insurance which covers international travel. Current price is \$1.10 per day. Information and registration link is available here: <http://globalportal.umich.edu/register-travel.php>. After verification has been provided to OAP, the funding disbursement will be authorized.

4. Constraints on Awards

Only one SEAS travel grant will be awarded per student per UM fiscal year (July-June).

Awards are contingent upon availability of funds and students must be enrolled during the term in which travel occurs. If travel occurs during the Spring/Summer, i.e., May through August, the student must have been enrolled in the previous Winter term, and/or register for the subsequent Fall term.

Graduates may apply in the term immediately following their graduation.

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Student's Name:	<input type="text"/>	Date:	<input type="text"/>
UMID #:	<input type="text"/>	Currently registered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Phone #:	<input type="text"/>	Field of Study:	<input type="text"/>
E-mail address:	<input type="text"/>	Request Amount:	<input type="text"/>

If you have been invited to report or speak on the results of individual research, but plan to take other students with you, please list the names of all who plan to travel as a group:

If you have been invited to report or speak on the results of a master's project, list the names of all group members:

1. Please provide the following information:

Name of Conference:	<input type="text"/>		
Location:	<input type="text"/>		
Purpose of Travel:	<input type="text"/>	Dates (e.g., July 2-5, 2017):	<input type="text"/>

2. Please attach a copy of a letter/e-mail confirming that you are a speaker or panelist at the meeting you plan to attend.

3. International travel requires proof of UM trip registration **and** proof of HTH Worldwide insurance purchase prior to funds disbursement authorization.

Int'l Travel? No Yes If yes, specify country:

4. Faculty advisor's approval/comments: Faculty Advisor's Name:

SIGNATURE OF FACULTY ADVISOR: _____ DATE: _____

Submit completed form to OAP, room 1520 Dana, at least two weeks prior to scheduled travel.

\$ _____ Approved by _____ Date approved: _____ Shortcode # _____