

## SFFGS Graduate Student/Post-Doc Travel Grant Application

The SFFGS Graduate Student Travel/Post-Doc Travel Award program encourages participation in appropriate scientific/professional meetings by providing individual travel grants for **up-to-half of the total cost of travel** (awarded grant contribution is not to exceed \$500 for regional meetings or \$1000 for national/international meetings). The funds may be received once for MS students and postdocs and twice for PhD students during their period of enrollment in an SFFGS graduate program (or employment as a postdoc). The grants are available on a first come-first serve basis. There will be two email calls for applications per year (spring and fall).

Payment will be made through the standard travel reimbursement procedures. Therefore, a travel request must be approved prior to travel (see Travel Authorization form on SFFGS website). Travelers must provide a letter stating that travel expenses are not being reimbursed through other sources. Please contact Ms. Cindy Love (cilove@ufl.edu) for details regarding travel authorization and reimbursement (see Travel Reimbursement Request).

The following requirements apply:

- Current status as a graduate student or postdoc
- Presentation of a paper or poster at the meeting
- Endorsement of travel/scholarship by the major professor/supervisor (see below)
- Matching travel support e.g., major professor, CALS, personal funds (this award only covers 50% of travel costs, see above)
- Submission of this completed application form at least 3 weeks prior to travel
- Pre-travel submission of travel authorization approval (see above)
- Post-travel submission of receipts, expense report (see above)

**Recipient** Name: \_\_\_\_\_ UFID: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Current Status (circle one): **Masters Student (MS)** or **PhD** or **Post-Doc**

I have received a travel grant award from SFFGS before.

Yes \_\_\_\_\_ (If yes, please list semester and year) No \_\_\_\_\_

### **Scientific/professional meeting:**

Name: \_\_\_\_\_ Dates: \_\_\_\_\_

Location: \_\_\_\_\_

Regional or International/National Meeting? \_\_\_\_\_

### **Paper or poster being presented:**

Title: \_\_\_\_\_

Authors: \_\_\_\_\_

(Circle one): Paper or Poster?

### **Endorsement by major professor/supervisor:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Objectives for travel:** \_\_\_\_\_  
\_\_\_\_\_

**Matching Funds (Source/Amount):** \_\_\_\_\_

\*\*\*Include a travel expense budget with this application.

*Submit Application and Travel Expense Budget via email to Angela Gifford, angelag4d@ufl.edu and CC: Alison Short, alishort@ufl.edu to be considered.*