

2011-2012 Graduate Student Travel Grant Proposal

Instructions

Physics graduate students may apply to the Department of Physics for partial support to cover travel expenses to attend professional meetings and conferences. Note that there are no other grants or proposals available at this time. Please submit your proposal as soon as you have confirmation that your work has been included in a meeting or conference. Such early submission of proposals is *strongly* encouraged since funding for this program is limited, and late submissions run a greater risk of being unfunded. Please submit proposals by May 2, 2012 or at least two months prior to the planned conference.

Eligibility Requirements

To qualify, graduate students must be matriculated, registered as a full-time student (i.e., registered for 12 credits as a graduate student, hold a graduate appointment, or otherwise certified as full-time), have completed at least one semester of graduate study at Syracuse University, and be in good academic standing. Travel support is mainly for presentation of work at conferences, especially for invited presentations. Preference will be given to students whose travel cannot be supported on research grants. A maximum of one award may be made per student per fiscal year (July 1 to June 30). Travel grants will normally not exceed \$200, nor will they be granted retroactively.

Application Process

1. **Graduate Student:** Please fill out your portion of the proposal form and submit it to your graduate research advisor or sponsor for the conference. In addition, you must submit written evidence to the department chair that your work has been accepted for presentation to the conference.

If the department Chair endorses your proposal you will be informed immediately by email. The Chair will let you know if your proposal was not endorsed and the reason why.
2. **Graduate Research Advisor or sponsor:** Please complete your portion of the travel grant, and then submit the entire proposal Penny in the Physics main office. Your submission of your student's proposal indicates that the student's contribution has been accepted for presentation, and that you have endorsed the proposal. Please do not leave any lines on the proposal blank.
3. **Graduate Student:** Keep all receipts and submit them for completion of a travel voucher form to Penny for reimbursement of expenses. If completed with accurate estimates, the approved amount can be received in an advance, however if the advance exceeds the authorized amount you may owe the department the difference.

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PART I: Graduate Student must complete this section

Name (Mr./Ms.) _____ SU ID #: _____

e-mail address: _____

Degree Sought: _____ Advisor: _____ Years of residency: _____

Mailing Address: _____

Dept. Phone #: _____ Home Phone #: _____

Requesting travel support to present at the following conference:

Title of Conference: _____ Location of Conference: _____

Type of presentation: _____ (poster, talk, invited) _____ Dates: _____

Estimated expenses:	Travel:	\$	
	Lodging:	\$	
	Food:	\$	
	Registration:	\$	Request Total: \$

PART II: Graduate Research Adviser or sponsor must complete this section

Name: _____ e-mail: _____

Rating of this student : Outstanding Above Average Average In Poor Standing

Financial support of this travel from sponsored accounts or research subsidy: _____ \$

Account to charge expenses (for successful proposals): _____

Please comment briefly about why the student deserves a travel grant:

For Department Use:

Date Received: _____ Date of Disposition: _____ Initials: _____

Disposition: _____