

*The University of Texas MD Anderson Cancer Center*  
*UTHealth Graduate School of Biomedical Sciences*

## **GUIDELINES FOR STUDENT TRAVEL AWARDS**

Because GSBS has limited funds for student travel, travel awards fund the following amounts:

<i>M.S. &amp; pre-candidacy Ph.D. students</i>	<i>\$350</i>
<i>Post-candidacy Ph.D. students</i>	<i>\$500</i>

The following criteria are considered when reviewing a request for travel funds:

1. The student has completed the Application for Student Travel Award and has submitted the Application *and* Abstract at least four weeks before requested travel date. When your abstract has been accepted, **include the proof of acceptance** with the travel request form.
2. The student must be first-author of a presentation (talk or poster) at a regional, national, or international meeting.\* The research that the student presents must be research performed as a UT-GSBS student. A student who has performed research prior to joining the school as a student may not use that research as the basis for the travel award.  
*or*  
The student has been invited to attend a prestigious meeting, e.g., a Gordon Conference.
3. The student must be in good academic standing.
4. The student must not be overdue for Committee meeting at the time of the application for this travel award.
5. The student must not have received a travel award during the current academic year.
6. The student must have an **ORCID account** that is public, updated, and linked to his/her myGSBS page.
7. Attending a minimum of two (2) career development events during the past six (6) months, makes you eligible to receive an additional funding of \$100.

\* Students are encouraged to submit the Travel Award Application as soon as possible, even if acceptance of abstract is pending.

***The University of Texas  
Graduate School of Biomedical Sciences  
at Houston***

**APPLICATION FOR STUDENT TRAVEL AWARD**

_____	Good Academic Standing
____	1 <sup>st</sup> Author/Abstract Accepted
_____	Last AC Mtg.
_____	Prev. Travel Award
____	Pre.Cand. _____ Post Cand.

Requests for travel awards must be approved BEFORE the student goes to the meeting in question. *Early application is highly recommended.* **The deadline for submission of a request for a travel award is at least four weeks prior to departure of trip.** This form and an **abstract** (*include proof of acceptance, when abstract has been accepted*) should be submitted to the Office of Academic Affairs, BSRB 3.8344. [M.S. and pre-candidacy Ph.D. students receive \$350; post-candidacy Ph.D. students receive \$500. **NOTE:** An additional funding of \$100 will be granted to eligible student who had attended at least two (2) career development events.

Name of Student

Advisor

ORCID #

Term of First Enrollment

Department

Name of Meeting

Location of Meeting

Date of Meeting

Date of Departure to Meeting

Date of Return from Meeting

Has your paper or poster been officially accepted?

Yes

No

Pending

Will your appointment at your parent institution (MD Anderson or UTHealth) be terminated prior to the completion of travel?    Yes    No

Have you attended a minimum of two (2) career development events during the past six (6) months?    Yes    No

If yes, please provide the events' topics and date below:

**Event Title****Location****Date**

Estimated Expenses:

**Transportation:**      Air      Rental Car      Personal Vehicle      \$

**Mileage:** (*check with your institution's policy for mileage rate*)      x      miles = \$

**Lodging:** Amt. per day \$      x      days = \$

**Meals:** (average allowance \$30 a day depending on city/time of day you travel) \$

**Fees:**      Registration      Other      \$

**Parking:** \$

**Taxi/Bus/Shuttle:** \$

**TOTAL ESTIMATED COST:** \$

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**Please list the name and email address of the person who will assist you in administering funds and travel reimbursement for this trip.**

Name:

Email Address:

Phone

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Signature of Student

Phone

Date

Signature of Advisor

Name of Advisor

Phone

Date