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

GUIDELINES FOR STUDENT TRAVEL AWARD TO ATTEND AN OFF-SITE COURSE

With the goal of encouraging graduate students to attend scientific off-site courses that will benefit their training and research, the GSBS will provide awards of up to $1,000 towards course registration to selected students. Examples of such courses are offered by Cold Spring Harbor Labs and the MBL at Woods Hole. Applicants must first have been selected for admission to a course on a subject that is related to their thesis or dissertation. The application for GSBS funds must then be submitted no later than four weeks prior to the the first day of travel. Both MS and PhD students are eligible.

Please note that GSBS funds from this award may be used only toward the costs of course registration (they may not be used for airfare, parking, etc).

Application: The application should include the following information.

- A completed application form (see attached).
- Proof that the applicant has been admitted to the course and was considered for financial aid by the course organizers (only students who can document that they have applied for financial aid from the course organizers will be considered for a GSBS award. It is not required that aid was granted).
- A short statement (< 200 words) from the student describing both how the course will benefit the student's training and its relationship to the thesis or dissertation project.

Applications will be reviewed by the Office of Academic Affairs using the following criteria:

- Potential impact of the course on the student and relevance to the research project.
- Academic standing of the student and full time registration.
- Students who are overdue for committee meetings or degree milestones will not be considered unless the delay has been specifically approved by GSBS Academic Affairs.
- Students who have received another GSBS travel award during the same academic year are not eligible.
- The student must have an **ORCID account** that is public, updated, and linked to his/her myGSBS page.

Note: In accepting this award the student agrees in advance to participate in an educational event at which they will be asked to make presentation on their experiences in the course to other interested GSBS students.

Revised 12/1/917
WM/jal

For OAA/GSBS use only
_____Good Acad Standing
_____Enrollment Accepted
_____Financial Aid Application
_____Last Committee Mtg
_____Prev. Travel Award

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APPLICATION FOR STUDENT TRAVEL AWARD TO ATTEND AN OFFSITE COURSE

The GSBS will consider funding of selected students in the amount of up to $1000 toward registration costs for an off-site course that will enhance their training and is related to the student's research project. **The deadline for submission of a request for this travel award is four weeks prior to the first day of travel.** Requests submitted later will not be considered for funding. This form, an acceptance letter from the course, and the student's justification statement must be submitted to the Office of Academic Affairs, BSRB 3.8344.

Name of Student Advisor

ORCID # Term of First Enrollment

Department

Title of Student's Research Project

Name of Course

Venue of the Meeting Dates Course will be held

Sponsoring Organization

Did you apply for financial aid from the course organizer? ☐ Yes ☐ No

If yes, how much did you receive?

Expected Registration Costs

Date of Departure Date of Return

Has your application been officially accepted? ☐ Yes ☐ No ☐ Pending
(please attach notification)

Attach a < 200 word statement on how the course is related to your dissertation or thesis and how it will benefit your training.

Expected Funding

Course Organizers	$
Advisor	$
Department	$
Graduate Program	$
Self	$
Other _____	$
GSBS request (this award)	$

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TOTAL ESTIMATED FUNDING $

Expected Expenses:

Registration:	$
Transportation: ☐ Air ☐ Rental Car ☐ Personal Vehicle	$
Mileage: (*check with your institution's policy for mileage rate*) Mileage X miles =	$
Lodging (if not included in registration)	$
Meals: (if not included in registration)	$
Parking:	$
Taxi/Bus/Shuttle:	$

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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 Phone Date