

# BIOCHEMISTRY & CELL BIOLOGY PROGRAM TRAVEL AWARD

The Biochemistry & Cell Biology Program offers travel awards in the amount of \$250 to help defray the costs associated with attending scientific meetings and conferences. Only students affiliated with BCB are eligible to apply for these funds. Students must be the first author on an abstract that has been submitted for presentation at a meeting (oral or poster). Students can only apply once per fiscal year (Sept-Aug). A faculty review committee will determine if your application is approved. Please keep in mind these awards are strictly dependent upon available funds.

Applications consist of this form along with the submitted abstract and a letter of support from your mentor. Submit applications to Amanda Williamson at least four (4) weeks prior to travel. Applications will not be accepted after the meeting/travel date.

## How to Submit an Application if you are in a UT Medical School Labs

1. Before submitting this travel award application, please submit a Cost Containment Approval and Exception (CCAЕ) Form. <https://med.uth.edu/administration/cost-containment-efforts/>. Your department administrator will be able to assist with the following requirements.

- a. In the chartfield section enter the primary chartfield that will cover payment of the majority of your travel.
- b. In the justification section, explain that you will apply for a BCB sponsored travel award for up to \$250 pending approval of the CCAЕ.

2. Collect and prepare the following documents:

- a. Attach a copy of the approved CCAЕ form mentioned above.
- b. Abstract and Application Information
- c. A copy of the abstract acceptance letter for your presentation at the conference.

Students in UT Medical School Labs ONLY: This form must be submitted with your Cost Containment Approval and Exception (CCAЕ) Form to the Dean. Note on the form which travel awards you are applying for in the comments section of the CCAЕ form.

Students in MD Anderson Labs ONLY: Please only submit the BCB Travel Application to Amanda

# BCB Travel Award Application

Student Name:

Advisor:

Meeting Attending:

Date and location of meeting:

Name of Administrator in charge of travel reimbursement:

Estimated cost of conference attendance (registration, air, hotel, incidentals):

Projected fund sources:

GSEC travel award (\$750 max)

GSBS travel award (\$500 max)

BCB travel award (\$250 max)

PI or department funded

Conference scholarship

Total (must not exceed projected expenses)

Advisors signature

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Program Director Approval

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If total funds available exceed the projected travel expenses or if an unexpected reimbursement comes from the conference funds, then the student must refund or may not claim the unused portion on 1) BCB funds and 2) GSEC funds.