

TRAVEL AWARD INSTRUCTIONS
IUPUI SCHOOL OF SCIENCE GRADUATE STUDENT COUNCIL

Eligibility

Awards will assist graduate students enrolled in IUPUI School of Science (Biology, Chemistry/Forensic Science, Computer Science, Earth Sciences, Mathematics, Physics, and Psychology) research degree programs (MS/PhD) with travel expenses to attend or present at a conference or workshop. To be eligible for an award, students must be enrolled as a graduate student during the semester they are attending/presenting at the conference. Awarded funds are to be used for travel during the term of the application. **Students may only be funded for the same travel once.**

Awards

There are three types of awards granted by the IUPUI School of Science Graduate Student Council. Students presenting (either paper or poster format) at a conference may be awarded up to \$600. Students presenting internationally at a conference may be awarded up to \$1,000. Students attending a conference may be awarded up to \$200. These amounts represent the maximum allocated to each award according to our budget. The final number, type, and amount awarded will be determined at the discretion of the Travel Award Review Committee.

Application

A. Instructions:

- a. Download the Travel Award application.
- b. The application is a fillable PDF form – in order to save your progress, you must be using a program that will allow you to view, edit and save fillable PDF forms (eg. Adobe Acrobat 7 or higher or Foxit). Foxit is available free for download from IUware. Adobe Acrobat versions 6 or below and Adobe Reader will only allow you to open, fill in the document, and print – **ADOBE READER WILL NOT BE ABLE TO SAVE YOUR ANSWERS!**
- c. Mac users, please note that Preview is not compatible with the application
 - i. If you have Adobe Acrobat or Foxit:
 1. Fill in the form.
 2. Save the completed document as “SOSGSC Travel App. [your last name]”

3. Send the form via email to sosgsc@iupui.edu with “SOSGSC Travel App. [your last name]” in the subject line.
- ii. If you do not have Adobe Acrobat Standard:
 1. Complete the form.
 - a. Print the form
 - b. Scan the form and save as “SOSGSC Travel App. [your last name]”
 - c. Send the form via email to sosgsc@iupui.edu with “SOSGSC Travel App. Your last name” in the subject line.
 - OR
 - d. Go to the print option and select “Send to OneNote”
 - e. Save the file as “SOSGSC Travel App. [your last name]”
 - f. Send the form via email to sosgsc@iupui.edu with “SOSGSC Travel App. [your last name]” in the subject line.

iii. If you have questions or problems, please contact the SOSGSC at sosgsc@iupui.edu

B. Acknowledgment of Support:

- a. An email from your faculty mentor and/or advisor must:
 - i. Confirm your intent to present/attend the conference. If you have already presented/attended the conference, the letter should confirm this fact.
 - ii. Confirm your enrollment status (i.e. current graduate student status)
- b. Send the email to the same email as the application with “SOSGSC Travel App. Your last name LOS” in the subject line. The letter of support must be sent directly from your advisor/faculty mentor.

C. Applications and Letters of Support are due by 5:00pm on the due date.

The time/date of your email will be used as meeting the deadline for submission. LATE APPLICATIONS/LETTERS OF RECOMMENDATION WILL NOT BE ACCEPTED.

Award Notification

Please allow approximately 7 days for review of applications. Notifications will be made via e-mail.

IMPORTANT

Please note, should you be awarded a School of Science Graduate Student Council Travel Award, you must be able to provide original, itemized receipts for reimbursement. NO EXCEPTIONS.

If you have traveled at anytime between July 1st and August 31st you may still apply for the first cycle of funding and receive an award; however, your award will be taxed per the university’s reimbursement policy. For all other travel, you must turn in your original itemized receipts within 60 days of your return, additionally all reimbursements must be filed before the end of the fiscal year June 30th. Failure to do so will result in a forfeit of your award.

Furthermore, if you selected to be in a larger pool of funding and are requested to give a presentation to the SOSUSC, you must fulfill this request within 3 weeks. Failure to do so will result in a forfeit of your award. For inquiries about the time and location of the SOSGSC meeting please email sosgsc@iupui.edu.

If you have any questions concerning the application, please feel free to contact your SOSGSC department representative directly or send email inquiries to sosgsc@iupui.edu.