



STUDENT TRAVEL AWARDS GUIDELINES

GRADUATE COLLEGE (MC 192)

University of Illinois at Chicago
601 South Morgan Street, Room 612
Chicago, Illinois 60607-7106
<http://www.uic.edu/depts/grad/>

The Graduate College Student Travel Awards are intended to help defray the travel expenses of graduate students who are presenters of research or scholarly work at a meeting of a nationally recognized scientific or scholarly society. A graduate student is defined, for the purpose of this program, as a currently enrolled, degree-seeking student in the Graduate College. The Graduate College attempts to support as many qualified applicants as possible; however, awards are contingent upon the availability of funds.

Deadlines

The annual deadlines for submission of applications are:

These deadlines apply for the following months:

October 1	(July, August, September)
January 1	(October, November, December)
April 1	(January, February, March)
July 1	(April, May, June)

Applications must be submitted for the closest deadline following your trip as specified above. Applications submitted prior to the proposed trip will be reviewed on the deadline following the trip. When a deadline date falls on a weekend, the deadline will be the following Monday. Applications submitted after the above deadline dates will not be accepted.

Application Instructions

Applicants must be currently enrolled degree-seeking students in the Graduate College. Nondegree students, former students, and students enrolled in other colleges at UIC are not eligible. Note—students enrolled in the MBA, MEng, MPH, DRPH, or MSW programs are not enrolled in the Graduate College and are not eligible for this student travel award.

Applicants must be *presenters* of research or scholarly work at a meeting of a nationally recognized scientific or scholarly society. Awards will not be given to individuals who are not themselves presenting, even if their name(s) appear as a coauthor of the work. An official letter of acceptance on the organizing institution's stationery (paper) addressed to the applicant stating they are a *presenter* must be submitted with their application. If the applicant is not able to submit an official letter, a copy of the printed program cover page and the page that lists applicant's name, the date, time, and program number is also acceptable. Along with the official letter, attach a copy of the abstract of work presented.

Payments will be processed as awards and may be used for transportation, hotel, meals, or conference registration. The Graduate College will award up to \$200.00. Upon completion of a successful review of an application, the Graduate College will process the award through University Payables, except for Foreign Nationals whose payment will be processed through University Payroll. Students who direct deposit will have the award amount credited directly to their account. For students who do not have direct deposit, a check will be processed and needs to be picked up by the student. Checks will not be mailed. An individual may not receive more than one travel award per fiscal year. Trips must take place in the same fiscal year in which the award is made. The university's fiscal year starts July 1 and ends June 30.

Complete the application form on the reverse side and have it signed by your advisor, director of graduate studies, or department head. If traveling by car, indicate the mileage to and from UIC on the application.

Send your completed application, with all attachments, to:

Floria Davis
Graduate College (MC 192)
612 University Hall
Fax (312) 413-0185
Phone (312) 413-2546

It is recommended that students hand deliver their applications to ensure their receipt before the deadline. The Graduate College is not liable for any losses or delays caused by the mail service. PLEASE NOTE THAT AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.



APPLICATION FOR STUDENT TRAVEL SUPPORT

GRADUATE COLLEGE (MC 192)

University of Illinois at Chicago
601 South Morgan Street, Room 612
Chicago, Illinois 60607-7106
<http://www.uic.edu/depts/grad/>

Name _____ Date _____

Department _____ (MC _____) UIN _____

E-mail _____ Daytime Telephone _____

Conference Name _____

Location _____

Dates _____

Mode of Travel (if car, list mileage here) _____

Budget	Transportation	_____
	Hotel	_____
	Registration	_____
	Other (specify)	_____
	Total	_____

Signature of Applicant _____

Certification by Faculty

The above named student will be presenting the work outlined in the attached abstract. The meeting at which the student is presenting is a significant meeting in the student's field, and this travel is endorsed by the department.

Major Advisor, Department Head, or Director of Graduate Studies

ATTACH ABSTRACT OF WORK PRESENTED ALONG WITH THE OFFICIAL LETTER

For Graduate College Use Only		Date Received
Recommendation		
Amount Authorized		
Signature		