

## Graduate Student Request for Travel Funds

Travel to conferences, symposia, and special research opportunities is essential for the professional development of advanced research students. The university also benefits by being represented at such events. UF|Research has therefore established a program to supplement student travel when other funding sources are insufficient.

In order to assure that discretionary funds from UF|Research benefit the largest possible cross section of graduate students, the highest funding opportunity will be given to doctoral-level students and students in other terminal-degree programs (e.g. MFA) who are:

1. Invited to give major talks and are not offered funds from the meeting organizers,  
-or-
2. In the final year of their programs and are presenting work at a national meeting where they will be evaluated by potential employers.  
-or-
3. Offered a unique opportunity to conduct research on material at an off-campus site or can become involved in a special collaboration that may be available only under a limited set of circumstances.

The student should have passed their qualifying exams, unless there are extenuating circumstances. If accepted, UF|Research will provide travel awards up to \$400 and require matching funds from the department and/or college. These funds are primarily for assistance with the cost of travel, particularly airfare. These grants may be awarded to Graduate Students for traveling once per fiscal year. UF|Research cannot provide retroactive grants.

Applications must be submitted a minimum of one month in advance of the travel date in order to help guide funding decisions. If your application submission is complete at the time of submission, a response will be received within 10 days.

Please call 352-392-9330 or email [conference-support@research.ufl.edu](mailto:conference-support@research.ufl.edu) if you have any questions or need clarifications on the guidelines.

The following documentation is required when submitting a request for travel funds:

- UF|Research's Application for Travel Funds
- Letter of Matching Funds from your Department/College
- Copy of Acceptance Letter from the Meeting

All documentation should be submitted to:

**Email:** [conference-support@research.ufl.edu](mailto:conference-support@research.ufl.edu)

-or-

**Mail:** Attention: Personnel Services

PO Box 115500, Gainesville, FL 32611-5500

## **Applicant Information**

Name:

UFID:

Email:

College:

Department/School:

Year in Program:

Qualifying Exam Date:

Degree Expected:

Expected Graduation Date:

Dissertation Supervisor:

Department Chairman:

College Dean:

## **Meeting Information**

Meeting Name:

Location:

Travel Dates:

Type of Presentation:

Presentation Title:

Faculty & Staff Co-Authors:

Student Co-Authors:

Other activities you will participate in at the meeting:

Please indicate any research grants that supported the work:

If the work to be presented is submitted rather than invited, please explain how the meeting is of particular benefit to your research and/or professional development:

## Proposed Travel Budget

Air Fare:

Lodging:

Registration:

Car Rental:

Meals:

Miscellaneous – please itemize (e.g. Parking, Taxi, Toll, etc.)

Total Required:

## Matching Funds for Travel

Amount from Department:

Amount from College:

Amount from Organizer:  
(or host institution/travel grant)

If you have received funds for travel from UF|Research or the Graduate School in the previous 5 years please indicate when and for what purpose: