

## Instructions

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 priority** 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 per trip 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 any retroactive reimbursements.

Please check that you have attached the following paperwork:

- Travel Application
- 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)  
PO Box 115500  
407 Grinter Hall, Gainesville, FL 32611-5500

Applications must be received a **minimum of one (1) month in advance of the travel date** in order to help guide funding decisions. If your application submission is complete at the time it is received, a response will be received within 10 days. Please call 352-392-4803 if you have any questions or need clarifications on the guidelines.

## Applicant Information

Name	.....		
Email	.....	UFID (8-digit number)	.....
College	.....	Year in Program	.....
Department/School	.....	Qualifying Exam Date	.....
Degree Expected	.....	Expected Graduation Date	.....

## Meeting Information

Meeting Name .....  
 Location .....  
 Begin Date ..... End Date .....

**Type of Presentation (Check all that apply):** *Please provide a copy of any acceptance letter.*

- Keynote Address   
  Invited Paper   
  Symposium Paper   
  Submitted Paper  
 Submitted Work   
  Other -> .....

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

<b>Categories</b>	
Air Fare	.....
Lodging	.....
Registration	.....
Car Rental	.....
Meals	.....
<b>Miscellaneous</b> - <i>Please Itemize (e.g. Parking, Taxi, Toll, etc.)</i>	
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
Total Required	
	.....

## Proposed Travel Other than to Meetings

Please describe the opportunity in some detail. Additional material can be provided.  
(e.g. opportunities for access to unique research materials, special collaboration, etc.)

## 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 the Division of Sponsored Research or the Graduate School in the previous 5-years please indicate when and for what purpose.

## ***Please Have the Completed Form Signed By***

.....  
Dissertation Supervisor (printed)      Signature      Date

.....  
Department Chairman (printed)      Signature      Date

.....  
College Dean (printed)      Signature      Date