

## 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. The Office of Research (OR) has therefore established a program to supplement student travel when other funding sources are insufficient.

In order to assure that discretionary funds from OR 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, the Office of 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**. The Office of 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:*

Dr. David P. Norton  
Vice President for Research  
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