

Department of Chemical and Materials Engineering

Graduate Student Travel Grants Program

2018-2019

Effective July 1, 2017, the Graduate School no longer administers funding support for graduate student travel, as these resources are now provided directly in the form of block grants to individual units.

Chemical and Materials Engineering graduate students are eligible to apply for travel support from the department. Grants of \$500 for travel to a domestic conference and \$750 for travel to an international conference are available for the period September 1, 2018 through June 30, 2019.

To be eligible for travel support, the student must meet the following criteria:

- The student must be the presenter on an oral contribution or poster to be presented at a national or regional conference. Support for travel to workshops or other events (not involving a student presentation) will be considered only in exceptional circumstances, upon petition from the major professor.
- The travel support request must be approved by the major professor via the attached form and submitted to Kim Kelley prior to the start of travel. Graduate students must be in good standing with the program (per DGS) to be eligible for travel support funding.
- Students are eligible for only one award (either domestic or international) per year; that is, for the period September 1 through June 30.
- The travel award account number will be applied directly to the travel voucher; no funds will be disbursed directly to the student. If the total travel cost is below the allocated amount (e.g. less than \$500 for domestic travel), no credit or carryforward of funds will be provided.
- The distribution of travel awards will be contingent upon availability of funds. However, the department will make every effort to fully fund this program throughout the entire fiscal year.

(continued)

Important details for the application/use of travel support funding:

- The deadline for applications for 2018-2019 funding is **April 1, 2019**.
- All charges related to approved travel must be processed by May 15, 2019. If the award involves travel activity after that date, students should work with the front office staff to ensure advance charges such as meeting registration or airfare are processed against the award funds.
- At the time of application, the student must provide an account number (approved by the faculty advisor) for all other travel costs related to the conference presentation.
- Owing to university budget cycles, grants are not available for travel during July and August.

If you have questions regarding this program, please see the co-Directors of Graduate Studies, or Ms. Kelley in the 177 FPAT CME Office.

Department of Chemical and Materials Engineering
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2018-2019 APPLICATION FORM

Student Name:

Major Professor:

Dates of Travel:

Name of Conference:

Location of Conference:

Format for student presentation: **oral** **poster**

Title of Presentation:

Requested Support: **domestic (\$500)** **international (\$750)**

Expected total cost of travel:

Account number for travel expenses:

*This application should be submitted prior to the start of travel, along with the standard Travel Request Authorization Form. Also, please **attach a copy of the abstract** for the presentation. By submitting this application, the student confirms that he/she is the presenter of record for the conference presentation. All applications are subject to review and approval by the Director of Graduate Studies.*

SIGNED (student):

APPROVED (major professor):

Please submit signed form to Ms. Kim Kelley <kimberly.kelley@uky.edu>