

Travel Award Policies & Procedures:

Students must apply for the SMSP travel award funds no less than 1 month prior to the planned meeting/conference travel and submit their applications and supporting documentation to the SMSP Director's Office. An application form is available on the CEOE website (<http://www.ceoe.udel.edu/academics/for-current-graduate-students> - under SMSP) or through the SMSP Director's Office. SMSP travel funds are intended to supplement travel funds provided by faculty grants and other travel awards secured by students. Students may apply for SMSP travel award money without being awarded any other funding but are strongly encouraged to simultaneously apply to the U.D. Professional Development Award for Graduate Students (<http://grad.udel.edu/professional-development-award-application-form/>) for support, if eligible. Students should also be aware that they must apply for the Professional Development funding at least 1 month prior to the meeting for which travel funding is requested.

The maximum amount of money available for student travel from the School is up to \$400 for MS students and up to \$1000 for Ph.D. students (up to \$400 prior to candidacy and an additional \$600 after completing all required coursework and passing qualifying exams). Students who bypass from the MS or MMP to the Ph.D. degree will be eligible for up to \$1000 of travel support in total, including any money awarded during time in the MS program (Bypass students will have to complete all required coursework and passing qualifying exams before having access to the additional \$600). Students who graduate from the MS or MMP program and remain in the SMSP to pursue a Ph.D. degree will receive a renewed allotment of up to \$1,000 in travel funds as a doctoral student. These funding amounts are designed to leverage one meeting for MS students and up to two meetings for PhD-level students.

Program funds may be used for travel, lodging and food, but the funds may not be used for alcohol. Students and/or their advisors must cover the costs remaining after support from U.D., professional organizations, and the SMSP. The program may provide support for group ground travel (multiple students traveling to the same meeting in a car or van) *in lieu* of airfares.

Upon award notification from the School Director's Office, students are responsible for contacting their ProCard Administrators to 1) inform them of receipt of the award and 2) receive pertinent instructions. Students must comply with all requirements and present all receipts for reimbursement.

Please submit 1) your completed application, 2) the abstract for your presentation, and 3) a brief explanation of how your participation in this conference/meeting is directly related to your thesis/dissertation to:

*Dr. Katharina Billups
C/O Sharon Wiegner
swiegner@udel.edu*

Meeting Information		
Student Name:		
Email Address:		
Title of Presentation:		
Authorship: Include Co-authors		
Other Reasons for Attending:		
Meeting and Location:		
Meeting Dates:		
Total Anticipated Budget (Receipts Required for Reimbursement)		
Purpose	Amount (\$)	Explanation
Land Travel:		
Airfare:		
Registration:		
Housing:		
Food: <small>Alcohol is NOT reimbursed by program.</small>		
Other:		
Total		
Other Sources of Travel Support		
Source	Amount Available and Explanation	
External Grant Support: (Amount and Source)		
UD Travel Grants Applied For*:		
Other Travel Grants Applied For:		
Anticipated Funding from Conference/Meeting:		
Anticipated Funding from Advisor:		
Date:	Student Signature:	
Date:	Advisor Signature:	

NOTE: In order for your application to be complete, please submit a PDF of your abstract and a brief explanation of how your participation in this conference/meeting is directly related to your thesis/dissertation. For questions related to this application or the Graduate College Graduate Student Travel Award Application, please contact Sharon Wiegner.