

# Department of Biology

## Graduate Student Travel Grant Application

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A significant component of the professional development of graduate students is attendance at and participation in major scientific meetings in their fields. The department strongly encourages students to report their findings at such meetings and offers travel funds to help defray the cost of attendance. GSAS also provides travel funds, as well as travel grants to support longer visits to other institutions to carry out collaborative research or to learn new techniques. Many of the professional scientific organizations also offer travel fellowships for students. Applications for any of these travel grants should be made as early as possible, generally at the beginning of the academic year, but at least 2 months in advance, as funds are often limited and awards are made competitively. To apply for a Student Travel Grant from the Department of Biology, make sure you meet the eligibility requirements.

### **Eligibility**

- Must be a PhD or MS student in good standing in the Department of Biology.
- Must be presenting a poster or giving a talk at the meeting.
- Travel grants are limited to \$500 maximum. You must cover remaining expenses (using either PI funds or personal funds).
- Must present your poster at the annual Non-Retreating Retreat (PhD students) or MS Poster Session (MS students).

### **Procedure**

1. Fill out this application form.
  2. Send application, via email, to the Director of Graduate Studies for your program, either PhD or MS. Approval subject to available funds.
  3. You will be notified if your application has been approved.
  4. The award is reimbursement based. Once you have attended the meeting you must retain all your receipts/boarding passes. You will submit up to \$500 worth of reimbursement requests which can include airfare/train tickets, hotel/accommodation, and/or registration fees via AP Workflow (contact the Budget Assistant if you don't have an AP Workflow account in NYU Home). If your PI has agreed to cover additional costs you can request them at the same time in the same AP Workflow transaction (you will need to ask your PI for a chartfield number).
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Name:  Email:  NYU N #:

PhD Program

MS Program

Meeting Title:

Meeting Dates:  Meeting Location:

Paper or poster Title:

Paper or poster abstract: