



School of the Earth, Ocean and Environment

TRAVEL ASSISTANCE FOR GRADUATE STUDENTS TO PARTICIPATE IN SCIENTIFIC MEETINGS SUMMER/FALL 2016 – SUMMER 2017

PURPOSE

Travel funds are available to partially support the presentation of scientific research results by graduate students of the School of the Earth, Ocean & Environment at regional, national and international meetings. Students may request a specific amount of support, but the level of support allotted may vary depending on the number of applicants, availability of funds, and the number of travel grants previously awarded to the applicant. For some meetings, students may be required to help staff at a departmental booth during part of the meeting. Students applying for Travel Grants should be currently enrolled for a minimum of six credit hours. Exceptions apply to students in their final semester of their studies wherein only one credit hour is required.

APPLICATION DEADLINES:

Travel Dates	Applications Accepted Beginning
CYCLE 1: July 1– September 30	June 1-7
CYCLE 2: October 1– December 31	September 1-7
CYCLE 3: January 1- March 31	December 1-7
CYCLE 4: April 1– June 30	March 1-7

Requests for travel support must be submitted before the meeting and during the timeframe shown above.

APPLICATION PROCEDURE:

An application for a travel grant requires the following items:

1. A completed Graduate Student Travel Fund Award form (see below) from the student identifying the professional meeting s/he wishes to attend, the title of the paper, and an itemized estimate of the total travel expenses that the student will incur. Evidence of submission or acceptance of paper is required.
2. Abstract submitted to the meeting.
3. Statement of ALL other sources of support for this meeting and a signed statement from the advisor regarding available funding.
4. Proposed meeting travel budget.

AWARDS:

The Graduate Studies Committee will review travel assistance requests and make recommendations to the Director of the School of the Earth, Ocean & Environment. Students that do not fully adhere to requirements regarding their Program of Study are not eligible for this assistance. Evidence of funding from other sources is viewed favorably, and students must be in good standing with the program. No reimbursement will be made for expenses until the student submits a formal acceptance letter/email from the meeting organizer and a copy of the abstract. If awarded a travel grant, the student must submit a Travel Authorization (TA) form before the trip and a Travel Reimbursement Voucher (TRV) form after incurring expenses to receive the money awarded.

Applications to: Jacqueline McClary; Student Services Program Coordinator; School of Earth, Ocean and Environment; Earth & Water Science Building, Room 603; Phone: (803) 777-9823; mclclaryj@mailbox.sc.edu