

EEB GRADUATE STUDENT TRAVEL AWARD

2016/2017 Guidelines

The EEB Graduate Student Travel Award is a competitive award that provides funding for EEB graduate students to travel to and present at a professional scientific conference. The available funds may be distributed among multiple awardees. Awards have typically ranged from \$500 to \$1000.

The travel award provides support for students who present papers or posters related to their UB graduate research at national or international conferences. Award monies are limited to reimbursement of meeting registration, travel, and lodging expenses that are directly related to the conference.

Eligibility Requirements

- Applicants must be enrolled in the EEB Graduate Program and in good academic standing when conference travel occurs.
- Presented work must have been completed at UB, and the applicant must be the primary presenter.
- The meeting/conference that the applicant is applying for funding must be held during the academic year starting July 1 (before Fall classes) through June 30 (after Spring classes).
- Applicants must present their talk/poster in the Travel Award Competition held in conjunction with the EEB Colloquium in the Spring.

Travel Award Competition

The competition is held in conjunction with the Spring EEB colloquium. During the colloquium students will make conference style research presentations, which will be critiqued by the students and faculty attending the class session. Enrollment in the Colloquium is not required but is encouraged.

The final sessions of the Colloquium will be reserved for the Travel Award Competition. Students who previously presented during the colloquium and wish to be considered for an award will then present a revised talk/poster. Students who have already presented their talk/poster at a conference are eligible for a travel award and will give their talks/posters at this time.

All applicants for a Travel Award must submit the following documents by email to the EEB program office [ub-evb@buffalo.edu], under the subject heading EEB Student Travel Award:

A brief description of the meeting, and the abstract that was/ will be submitted to the meeting. The abstract should include a title, authors, affiliations, and the abstract text.

Evidence (i.e. proposal acceptance letter/email from conference planning committee) that they have/will be presenting papers or posters. If the meeting organizers have not yet notified participants about the acceptance or rejection of their presentation by the due date for the application, state this and give an estimate of when you are expecting to hear from them. It is the applicant's responsibility to provide documentation of the presentation acceptance once it is received. If the meeting has already occurred a copy of the conference program should be included.

A budget of expenses by the following categories: 1) registration fee, 2) travel, 3) lodging, as well as the total amount requested. Amounts in each category should be supported by documentation (i.e. receipts or quotes, meeting registration fee, etc.).

All materials should be submitted in pdf format, preferably as a single file.

Applications are due April 1.

Notification of Award Recipients

Applications will be reviewed by an ad hoc faculty committee.

Students selected for an award will be notified shortly after the competition. Travel must occur within the same fiscal year as the competition (July 1 to June 30). Save all your travel receipts, and turn in all your documents and receipts within two weeks of the competition (or your return to campus).

Awardees attending early summer meetings must turn in receipts no later than the first week of July. The student must comply with all University travel policies.

FAQs for Students [contact for additional questions: ub-evb@buffalo.edu]

What is the mission of this program?

The purpose of the conference travel grant is to promote the presentation of original graduate student research done in UBs EEB Graduate Group at national and international conferences, and to encourage students to network with other researchers in the scientific community. EEB and your advisor's home department should be acknowledged in your presentation.

How do I qualify to be funded as a presenter?

You must be the primary presenter of graduate student work that was completed at UB. The EEB Travel Awards will only fund one graduate student per presentation. If you are not the first author, you must submit a copy of the meeting program or a letter from the conference organizer or the session chair indicating that you were the primary presenter.

Is my event eligible?

Travel awards are not intended to fund, among others: research, instruction, training, classes, job interviews, or events in which participants are solely from UB. Workshops are not eligible. If presenting as part of a panel, the applicant must show proof of an individual presentation.

What expenses are not covered?

Among other ineligible expenses, travel grants will not cover memberships in professional associations, tuition, phone calls, presentation materials, or other incidental expenses.

How are the award amounts calculated?

The amounts vary by the number of selected applicants. In other words: if only one candidate is chosen the award will be higher than if, for example, four applicants out of the applicant pool are deemed worthy of funding. Regardless of the award amount, awardees will only be reimbursed for approved expenses that are supported with itemized receipts.

How are the awards reviewed?

The awards are reviewed by an ad hoc faculty committee. The committee will take into account the quality of your presentation at the Award Competition, the quality of the research, and the impact on your professional development, as well as your overall performance in the program so far. Although we encourage students to start working on their presentations skills and professional network building as soon as possible, in years with a high number of applicants preference may be given to more advanced graduate students.

Can I apply multiple times for this grant throughout my academic career in EEB?

Previous successful or unsuccessful applications do not preclude you from applying again in multiple years. However, preference will be given to students who have not previously received a Travel Award.