

Graduate Research Allocation Committee
Travel To Scientific Meetings Grant Application

This form is to be used when requesting GRAC funds for travel applications. The **maximum** amount that can be requested is **\$150.00** per semester. A separate form is available, in the forms drawer, when requesting GRAC funds for research.

Instructions:

1. GRAC Cover Sheet: Fill out cover page completely... **please type**. Priority will be given to degree (Masters, Ph.D.) work. Funding periods are as follows: Fall applications: previous May – December; Spring applications: previous September – August.

2. SRAC Cover Sheet IS NO LONGER REQUIRED. You need no longer apply to SRAC to apply to GRAC but applications for additional funding noted in your budget will add points onto your total score.

3. Summary: Please write a **one page** summary of your interests in going to this conference. Address (1) how this conference is related to your degree work, and (2) why this conference is worthwhile/ how attending it will help you. **PLEASE DOUBLE SPACE USING A FONT NO SMALLER THAN 12 POINT, AND USE 1-INCH MARGINS.**

4. Budget: Include an itemized budget, clearly indicating expenditures (e.g. travel, registration, lodging) and the proposed funding sources for each. Mileage costs will be based on a rate of \$0.255/mile. Registration and lodging fees can be covered by GRAC funds. Money will not be provided for food, or audiovisual supplies. Your budget must include explicit information on funding you have requested elsewhere. Please note if it is from a UNM source and write out the full name of the funding source (e.g. GRD should read UNM Graduate Research Development Fund). Also note if the award is pending or when you plan to apply. Rejected funding need not be included.

5. Documentation: Funding will only be considered for applicants who are presenting at the meeting. Attach a photocopy of the call for papers, your completed registration form, and the abstract of your presentation for the meeting.

6. GRAC Travel Proposal Evaluation Form: Include one copy of this form as your last page for each packet.

7. All money received must be applied to the meeting specified in the registration.

8. If other students will be attending the same meeting, talk with them about sharing expenses. GRAC will pay for the use of a departmental vehicle if several students are traveling together and all submit proposals. If you plan to use a departmental vehicle, be sure to reserve one.

Please submit 1 original and 3 anonymous copies of the completed application to the mailbox of the GRAC Chair in the Biology Department Office by noon on the deadline date

GRADUATE RESEARCH ALLOCATION COMMITTEE
TRAVEL TO SCIENTIFIC MEETINGS GRANT APPLICATION
COVER SHEET

Name: _____

Degree program in which you are enrolled (circle one): Masters Ph.D.

Are you presenting research related to your degree at this meeting? _____

Title of Organization Holding Meeting:

(Include Call for Papers Notice, if Available)

Dates and Location of Conference:

Amount of GRAC money requested for this proposal: _____

Have you read for GRAC in the last two semesters? ____ Will you read for GRAC in this or the next two semesters? ____

The packet you hand in should include the following, and in the order listed below.

(Remember to submit 1 original and 3 anonymous copies of your completed packet. For anonymous copies, make sure to check SRAC and remaining application for any mention of name or SSN)

- Completed GRAC Travel Application Sheet (with all signatures)**
- 1 Page Summary of Conference Benefits
- Completed Budget (see next page)
- Conference's Call for Papers
- A Copy of the Abstract You Are Submitting/Have Submitted
- A Copy of Completed Conference Registration Form
- GRAC Travel Grant Evaluation Form

If you are not able to submit any of the above items please include a note of explanation.

Student's
Signature: _____ Date: _____

Major Professor's
Signature: _____ Date: _____

GRADUATE RESEARCH ALLOCATION COMMITTEE
TRAVEL TO SCIENTIFIC MEETINGS EVALUATION FORM

Instructions to Committee Members: The purpose of this evaluation form is to make our task more objective. Some of the categories below are very objective, some will require thoughtful consideration and perhaps discussion. This is only a guide to aid you in your evaluation. *If you give a score of 3 or lower you MUST justify, in writing, your decision.*

Application complete	No (reject)	Yes
Abstract copy attached	No (reject)	Yes
Registration copy attached	No (reject)	Yes
Cover Sheet	Incomplete (0)	Complete (5)

Summary of Conference Benefits:

	inadequate	adequate	excellent	<u>Comments</u>	
How related to degree work?	1	2	3	4	5
Benefits from attending conference?	1	2	3	4	5
Budget (appropriately detailed?)	1	2	3	4	5
Has the applicant read in the previous two semesters <i>and/or</i> plans to read in this or the next two semesters?	no (0%)		yes (add 10% of total points to get total score)		

TOTAL POINTS (top + bottom raw points): _____

TOTAL SCORE (includes potential 10% for reading): _____

Revised: 3 February 2009, dms0 & es