

**STUDENT TRAVEL AWARD APPROVAL FORM**

The School of Graduate Studies (SGS) biomedical sciences currently offers a travel award for expenses graduate students in the following **PhD programs (Biochemistry, Cell and Developmental Biology, Cellular and Molecular Pharmacology, Physiology and Integrative Biology, Microbiology and Molecular Genetics and Neuroscience)** and the following **Master of Science programs (Clinical and Translational Science, Physiology and Integrative Biology and Biomedical Sciences)** who are traveling to present papers at 1) scientific meetings, 2) for research related activities, or 3) for career training related activities. The Program Director and the Sr. Associate Dean must approve this form as well as required information listed below ***PRIOR*** to the travel. The guidelines for these awards are:

1. For scientific meetings: a formal abstract acknowledging School of Graduate Studies at Rutgers as a research site must be submitted with this form. The student must be first author on the abstract to be presented. The research must be part of the approved dissertation proposal or capstone project. In addition to the abstract, the name of the meeting, start and end dates and location must be submitted.
2. For research related activities such as spending a brief period in another lab to learn a new technique or a research internship, a description of the proposed activities including how the experience is critical to your education, start and end dates, location, and proof of acceptance by the host lab must be submitted.
3. For career related activities such as an internship to learn career skills, a description of the proposed activities including how the experience is critical to your career, start and end dates, location, and proof of acceptance by the host lab must be submitted.

**Doctoral candidates** who have successfully completed Part A of the qualifying examinations are eligible for a total of two awards of \$600 each for domestic travel or one award of \$1,200 for international travel. For domestic awards only one award will be approved within any 12-month period.

**Masters of Science students** who are in good academic standing are eligible for one award of \$600.

**Requesting reimbursement after the travel:** Students must pay for the expenses and retain receipts. Within 30 days after the travel the completed travel expense form (TE) with original receipts attached must be submitted to the SGS biomedical sciences office. You must also submit an announcement with the dates and location of the conference you are attending. The expenses will be directly charged to the SGS index on the TE and appropriate approvals obtained. The SGS will return the TE to the department to provide the index number and approvals for the remainder of the expenses and to submit for processing.

**APPROVALS:**

I certify that \_\_\_\_\_ meets the student travel guidelines as stated above.  
(Student's Name)

PI Name	Signature	Date
Program Director	Signature	Date
Senior Associate Dean	Signature	Date

**Please Return Form AND ATTACHMENTS To**  
**Tina Marotolli (tina.marottoli@rutgers.edu)**  
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 Piscataway NJ 08854  
 732-235-2106