

RBHS GRADUATE STUDENT TRAVEL AWARD

The Rutgers School of Graduate Studies (SGS) Biomedical and Health Sciences currently offers a travel award for expenses to **Ph.D. and Masters graduate students from SGS-BHS New Brunswick/Piscataway**. Students who are traveling to present papers at 1) scientific meetings, 2) for research related activities, or 3) for career training related activities are eligible for the award. Ph.D. students who work for RBHS PIs and are in the following graduate programs are eligible for this opportunity: Biochemistry, Biomedical Engineering, Cell & Developmental Biology, Cellular and Molecular Pharmacology, Exposure Science, Microbiology and Molecular Genetics, Neuroscience, and Physiology and Integrative Biology. For students in the Toxicology program, PhD students who work for faculty that are resident members of EOHHSI or in RWJMS labs are eligible.

The purpose of the travel must be one of the following and adhere to these guidelines:

1. To present at 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. These include activities such as spending a brief period in another lab to learn a new technique or participation in an external course or workshop. 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 organization must be submitted.
3. For career related activities. These include 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 organization must be submitted.

The Program Director and the Sr. Associate Dean must approve this form as well as required information listed below **PRIOR** to the travel.

Doctoral candidates who have successfully completed Part A of the qualifying examinations are eligible for a total of two awards of \$1,000 each for domestic travel including Canada or one award of \$2,000 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 \$1,000.

Requesting reimbursement after the travel: Students must pay for the expenses and retain receipts. All travel must be booked with a [Rutgers-approved travel agency](#). 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 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. Policies on travel for Rutgers can be found here <https://academicaffairs.rutgers.edu/travel-guidance>

APPROVALS:

I certify that _____ meet 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 Marottoli (tina.marottoli@rutgers.edu)
675 Hoes Lane West, Research Tower Room 102
Piscataway NJ 08854**