

# Syracuse University

College of Arts & Sciences

Chemistry

## Graduate Student Travel Grant Proposal

### Instructions

Through the Department of Chemistry, graduate students may apply for partial support to cover travel expenses to attend professional meetings and conferences.

### Eligibility Requirements

To qualify, chemistry graduate students must be matriculated, be registered as a full-time student (i.e., registered for 12 credits as a graduate student, hold a graduate appointment, or otherwise certified as full-time), have completed at least one semester of graduate study at Syracuse University, and be in good academic standing. Travel support is only available for presentation of work at a conference. A maximum of one award may be made per student per fiscal year (July 1 to June 30). Travel grants will normally not exceed \$200, unless absolutely necessary.

### Application Process

*Graduate Student:* Please submit the actual proposal form to Amy DuPont. Hard copies of this form are available in the Chemistry Office or downloaded via our Chemistry website. In addition, you must submit written evidence that your work has been accepted for presentation to the Conference.

You will then be notified via e-mail of the proposal's approval or denial. If the Chair endorses a proposal, the Department will prepare a travel voucher on behalf of the student. You will receive communication and instructions on how to submit information for reimbursement. Please note that reimbursement cannot be completed until after the trip is over.

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## PART I: Graduate Student must complete this section

Name (Mr./Ms.):		SU ID #:	
Department:		e-mail address:	
Degree Sought:		Advisor:	Years of residency:
Mailing Address:			
Mailing Address 2:			
Dept. Phone #:		Home Phone #:	

Requesting travel support to present at the following conference:

Title of Conference: \_\_\_\_\_

Type of presentation: \_\_\_\_\_ (poster, talk, invited) \_\_\_\_\_ Dates: \_\_\_\_\_

Location of Conference: \_\_\_\_\_ Estimated expense  
(travel, lodging, food, registration) \_\_\_\_\_

## PART II: Graduate Program Director or Chair must complete this section

Name of Director/Chair: Mathew M. Maye e-mail: mmmaye@syr.edu

Rating of this student : ☐ Outstanding ☐ Above Average ☐ Average ☐ In Poor Standing

Financial support of this travel from sponsored or departmental accounts: \_\_\_\_\_

Department/Program account to receive budget transfer (for successful proposals): \_\_\_\_\_

Please comment briefly about why the student deserves a travel grant:

Director or Chair: Submit form to **Amy DuPont, Department of Chemistry.**

Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_