

Instructions

Travel to conferences, symposia, and special research opportunities is essential for the professional development of advanced research students. The University also benefits by being represented at such events. The Biology Major Office (BMO) has therefore established a program to supplement student travel when other funding sources are insufficient.

In order to assure that discretionary funds from BMO benefit the largest possible cross section of Biology Major undergraduate students, the **highest funding priority** will be given to students who are:

1. Giving their first paper or talk,
-or-
2. Presenting just prior to graduation, since potential employers may also be in attendance,
-or-
3. Invited to give major talks and are not offered funds from the meeting organizers,
-or-
4. Offered to travel internationally, or to expensive meeting locations

If accepted, the Biology Major Office will provide travel awards **up to \$500** per trip. These funds are primarily for assistance with the cost of travel, particularly airfare. These grants may be awarded to Undergraduate Students for traveling **once per fiscal year**. The Biology Major Office cannot provide any retroactive reimbursements.

Applications must be received a **minimum of one (1) month in advance of the travel date** in order to help guide funding decisions. If your application submission is complete at the time it is received, a response will be received within 10 days. Please contact Ms. Andrea Smith at 352-273-0116 or andreamsmith@ufl.edu if you have any questions or need clarifications on the guidelines.

All documentation should be submitted electronically to:

Biology Major Office
Bartram Hall 214
Biology-major@ufl.edu

Applicant Information

Name

Email

UFID

College

Major

Expected Graduation Date _____

Meeting Information

Meeting Name

Location

Begin Date End Date

Type of Presentation (Check all that apply):

Please provide a copy of any meeting acceptance letter and a description of your research.

- Submitted Paper Invited Paper Symposium Paper Keynote Address
- Submitted Work Other ->

Presentation Title _____

Faculty & Staff Co-Authors _____

Student Co-Authors _____

Other activities you will participate in at the meeting:

Please indicate any research grants that supported the work:

*If more room is needed to explain the above questions, please attach another sheet to this form.

Proposed Travel Budget

<i>Categories</i>	
Air Fare
Lodging
Registration
Car Rental
Meals
<i>Miscellaneous - Please Itemize (e.g. Parking, Taxi, Toll, etc.)</i>	
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Total Required

Please Have the Completed Form Signed By

.....
Project Supervisor (printed)	Signature	Date

.....
Applicant (printed)	Signature	Date

Remember to attach any supporting documents (i.e. project description, meeting acceptance letter) along with your completed application. Incomplete applications will not be reviewed.