

## **Epidemiology Travel Funding Application Guidelines**

### **Purpose:**

The Epidemiology Travel Grant is intended to provide opportunities for Epidemiology graduate students to become familiar with, and take part in the life of their academic professions. This funding is not a substitute for faculty mentor support.

### **Eligibility Criteria:**

Epidemiology graduate students are eligible to apply if:

- The student is currently enrolled and in good academic standing
- The student has responded to a formal call for abstracts.
- The student has been accepted to present a poster, paper or give an oral presentation at a conference

### **Award:**

A student is eligible for one Epidemiology Travel Grant (either domestic or international, but not both) during a fiscal year, which runs from July 1-June 30, based on the date of the conference.

A student is generally not eligible for the Epidemiology Travel Grant if they have received other funding from the Department of Epidemiology for this particular conference, i.e. Block Grant Funding, etc.

Awards can be used for airfare, train, ground transportation, registration, and lodging (room fees only).

### **For travel on or after July 1, 2011 through June 30, 2012:**

Poster or Oral Presentation:

- International - \$750 maximum award
- Domestic - \$500 maximum award
- Domestic no air - \$200 maximum award

### **Application Material to be Submitted:**

To be considered for funding, a student must submit:

- A completed application form
- Two budgets:
  - One that specifically outlines what you are requesting from the Epid Travel Grant
  - The other that outlines the support you have applied for or expect to receive from your advisor and other sources. Please include your advisor's support or an explanation on why your advisor is unable to provide support.
- An abstract or summary of your presentation and a copy of the letter indicating that your presentation/poster was accepted.

### **Award Deadlines:**

Ongoing: Applications are accepted at any time PRIOR TO THE CONFERENCE. Applications will not be considered for retroactive funding.

### **Notification:**

The student will receive an electronic letter with notification of the department's decision.

# Department of Epidemiology, Student Travel Funding Application

## Funding Guidelines:

- Students who are presenting a poster or giving a talk at an academic conference are eligible to request funding.
- Students are eligible to receive funding once per fiscal year (July to June).

## Submit the following:

- Completed application
- Two budgets: 1) budget specifically outlining your funding request from the Travel Grant; 2) budget outlining the support you have applied for or expect to receive from your advisor and any other sources. Please include your advisor's support or an explanation on why your advisor is unable to provide support.
- An abstract/summary of your presentation & a copy of the letter indicating your presentation/poster was accepted.

## Student Information:

Name: \_\_\_\_\_ UMID #: \_\_\_\_\_

Uniquename: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Academic Program  MPH  
 PhD

Have you received or applied for travel funding from:  Rackham  Advisor  Conference

Block Grant in last 3 years? If so, what amount? \$ \_\_\_\_\_  Other (explain) \_\_\_\_\_

## Conference Information:

Conference Name or Sponsoring Organization: \_\_\_\_\_

Location: \_\_\_\_\_

Date of Conference: \_\_\_\_\_

Type of Presentation (Oral or Poster): \_\_\_\_\_

Title: \_\_\_\_\_

Author(s): \_\_\_\_\_

After the conference, can the Department display your poster? If yes, for how long?: \_\_\_\_\_

**Total Amount Requested: \$** \_\_\_\_\_

Return this completed form to Student Services in Room 4647, SPH Tower.

## Department Approval

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Total Amount Approved: \_\_\_\_\_