

Student Travel Award Policy – Interdepartmental Graduate Programs (MCB, NSB, OEB, PB), revised March, 2022.

Purpose: There is no better way to learn about a discipline and to begin building professional networks than to attend professional conferences and workshops. The purpose of the student travel program is to encourage students to attend these events by providing funds to supplement their costs.

Eligibility: All PhD students in the MCB, NSB, OEB and PB programs, who are in good academic standing are eligible, dependent on budget availability, to receive supplemental funds to attend conferences and workshops once each fiscal year, up to a lifetime limit of \$2,500.

Starting in the 3rd year, students must present their research in order to receive travel funds for a conference or workshop.

The travel funds are:

\$450 before completing the prospectus

\$800 after completing the prospectus

Disbursement

Students will receive travel awards as an account transfer to the faculty mentor. Students should work with their advisor and home department for scheduling, payment and/or reimbursement of travel, registration, and lodging..

Travel Registration

Students should continue to register their travel with the university. This is a requirement not directly connected to the graduate programs.

<https://www.umass.edu/controller/travel>

Email your request for a travel award to both your graduate program director and your faculty mentor with the following information.

Request for travel award

Student name:

Student UMass Employee ID:

Name of conference:

Location of conference:

Dates of conference:

Travel Registration / pre-authorization ID (see travel registration link above):

Have you completed your prospectus? Yes/No

Year of study in the graduate program:

RTF account number to transfer funds:

Title of presentation: