

College of Veterinary Medicine Graduate Student Travel Application

The Office of the Associate Dean for Research provides funding for a limited number of travel awards to support graduate student travel fellowships to scientific meetings or other appropriate scholarly activity. Eligibility is limited to graduate students properly enrolled in a KSU College of Veterinary Medicine graduate program.

Application deadline:

November 15 – for travel that will occur between January 1 and June 30 of the next year.
April 30 – for travel that will occur between July 1 and December 31 of the current year.

Applications must be completed, signed, and submitted to Dr. Hans Coetzee, c/o Barb Turner, 302 Coles Hall. Applications may be sent electronically to: bturner3@vet.k-state.edu
Incomplete or illegible applications will not be considered.

Name:

Email Address:

Department:

Office Address:

Telephone:

Degree Program: MS PhD MPH (zoonosis/infectious disease)

Major Professor:

Year in graduate school:

Anticipated graduation date:

Please attach a copy of your curriculum vitae listing publications (published and submitted only) and all presentations.

Event/Meeting:

Event/Meeting web address:

Event Location:

Dates of Event:

Dates of Travel:

Have you submitted or will you be submitting an abstract? YES NO
(If yes, please attach a copy of your abstract.)

Purpose: describe type of presentation or activity to be performed (i.e., poster presentation, oral presentation)

Are there others from your group/lab who will also be attending the event/meeting? Please list:

Are you receiving other funds to support this trip? Please describe the source and amount of funding: (Are travel grant opportunities available from the meeting/event? If so, do you plan to apply? Will any of your travel costs be covered by your advisor, department or any other scholarships?)

Brief Budget of Anticipated Expenses:

Provide an estimated budget for your trip, including airfare, lodging, meals, registration, and other anticipated costs (indicate source of your budget information). Explain what you have done to minimize the cost (sharing a room, staying over Saturday night to obtain reduced airfare, etc.)

Mode of transportation:

- Airline
- Private vehicle
- State vehicle
- Rental car
- Shuttle

Transportation Cost.....\$	<input type="text"/>
Lodging Expenses	<input type="text"/>
Meeting Registration.....\$	<input type="text"/>
Meals.....\$	<input type="text"/>
Miscellaneous Expenses.....\$	<input type="text"/>
Total Request.....\$	<input type="text"/>

Will any meals be covered as part of your registration? YES NO

Please attach a copy of the meeting itinerary/registration confirmation or other documents verifying the cost of your trip.

In the space below please describe how your attending this meeting will impact your graduate student experience at the Kansas State University College of Veterinary Medicine.

By signing below, I certify that the above information is true and correct to the best of my knowledge.

Applicant

Date

By signing below, I verify that this student will participate in the event/meeting as described above and I fully endorse this request.

Major Professor

Date

Be sure to double-check... Have you provided all of the following?

- ❖ Complete Application
- ❖ Your CV
- ❖ Anticipated Budget / Meeting Itinerary Documents
- ❖ Abstract (if submitted)
- ❖ Your Signature and Date of Application
- ❖ Mentor's Signature and Date