

SMAST Travel Grant request guidelines

The Dean of the School for Marine Science and Technology (SMAST) provides funds to graduate students for travel to professional meetings and conferences to present invited papers or posters. The Dean's Student Travel Grant Program provides awards that vary by amount based on the total cost of the travel and financial need to help students defray the cost of presenting their scholarly work. Typical award amounts will be \$500 for domestic travel and \$1000 for international travel. Cost sharing between the student's supervisor, department, Dean, etc are highly encouraged. The grant may be used for travel, lodging, and related expenses. Students are also encouraged to apply for student travel funding from external organizations.

A. Scope of Guidelines

These Guidelines only apply to students.

B. Eligibility

- Applicants must be matriculated students in good academic standing in an SMAST graduate program. Doctoral students must be within seven years of their first term of enrollment in their graduate program. Master's students must be within two years of their first term of enrollment in their graduate program. Eligibility may be extended if a student was off campus for approved fieldwork, or if there are extenuating academic circumstances.
- Applicants must be presenting a paper/poster at a scholarly or professional conference. Attendance only cannot be funded; presentations at graduate student conferences or invitational seminars at other institutions also cannot be funded.
- Applicants may apply while awaiting confirmation of acceptance from conference organizers; however, awards will not be honored if the presentation is not accepted.
- Ph.D. students may receive no more than one grant per travel grant year and no more than two during their academic career at SMAST. Master's students may receive no more than one grant during their time at SMAST pursuing that degree; should they continue in a SMAST Ph.D. program, the earlier grant will count as one of the awards allotted for their career.

C. Administrative Procedures

- Travel grants will be awarded throughout the year.
- Students must submit completed applications to the dean no later than 30 days prior to the start of the travel.
- The application should be first submitted to the student's supervisor for her/his review and verification. After the signature of the supervisor, the application needs to be forwarded to the Department Chair for their endorsement before it is sent the Office of the Dean for final review and budget approval.
- If the student plans to additionally seek funding through office of Graduate Studies, applications (<http://www1.umassd.edu/graduate/pdfs/travelgrantapplication.pdf>) should be submitted to the Graduate Program Director as early as possible and at least 60 days prior to the proposed travel, to provide adequate time for proper review and budget planning.
- The applicants will be notified in a timely manner of the decision of funding.
- If approved, the student will be responsible for working with their respective departmental administrative staff person to enter a travel authorization prior to the travel.
- In order to track expenditures, it will be necessary to forward original travel receipts to their respective departmental administrative staff person for reimbursement authorization.