

**THE UNIVERSITY OF ARIZONA
Department of Biosystems Engineering
Student Travel Assistance Grant Application**

The BE Travel Assistance Grant is a competitive award offered by the department to help undergraduate and graduate students present their research results at conferences or professional society meetings. The objective is to provide some or all of the resources needed to help make this experience feasible. The department has funding available for one (1) graduate travel grant per semester and one (1) undergraduate travel grant per year.

Range of Support

- In-state travel -- may request up to \$250
- Domestic travel -- may request up to \$750
- International travel -- may request up to \$1000

Travel Application Policies

- Students may submit unlimited applications for a given year but will only be awarded once
- Conference abstract must have been accepted by the time of the application
- Awards are to be used to assist in covering airfare, hotel/lodging, transportation, meals, event registration fees

Eligibility

- Students must be enrolled in departmental undergraduate and/or graduate degree programs and be in good standing at the University of Arizona at the time of application.
- Applicants are eligible to receive one travel grant per fiscal year (July 01-June 30). A student may apply as many times as desired each year as long as the travel dates are applicable.

Submission Deadlines

- Program rounds cover travel dates falling within the same fiscal year (July 1-June 30). The application rounds are as follows:
 - Fall Round: Application open August 1 – September 30
 - Spring and Summer Round: Application open January 1 – April 1
- The application form (see page 3) must be submitted (electronically/email or hard copy) to Ms. Dava Jondall (davaj@email.arizona.edu; Shantz 425) by 11:59 PM Arizona Time before or on the day of the deadline. No exceptions will be made

Notification of Awards

Award determination generally takes two (2) to four (4) weeks after Program round deadline. If awarded a travel assistance grant, a disbursement to the student's UA Bursars account will be made in the amount requested and approved in the application within four (4) to six (6) weeks of the application deadline.

Award Refund Policy

- If a student is awarded a Travel Assistance Grant but is unable to attend or would like to decline the award, please notify the BE department immediately. If notified in time, the award will be retracted.
- Awardees are expected to spend at least 90% of their award while traveling. If a student's travel expenses are less than 90% of the original award, then that student may be required to reimburse the BE department for the unspent funds.

Before Your Trip

Travel Grant Assistance awardees must complete a UA Travel Authorization Form before traveling (<https://www.fso.arizona.edu/forms/t>). Download the form, save it to your computer, then route it to Darren Shevchuk (BE Manager of Finance & Administration) for approval once completed at shevchuk@arizona.edu.

After Your Trip

You are expected to write a one paragraph thank you note addressed to the department head OR ask for the individual's name whose gift account was used for the travel. If you need an idea for your note, this paragraph can mention what you enjoyed and/or learned from your trip and how you will use this information or experience going forward.

**The University of Arizona
Department of Biosystems Engineering**

STUDENT TRAVEL ASSISTANCE GRANT APPLICATION FORM

Please return this completed application form to the BE Professional Academic Advisor, Ms. Dava Jondall (davaj@email.arizona.edu; Shantz 425).

Name: _____ Student ID #: _____

Name of Conference or Event: _____

Location: _____

Travel Dates: _____

Title of Presentation: _____

I would like the funds

in advance

as a reimbursement

Please describe the nature of your participation at this event OR include a copy of your abstract and/or your letter of acceptance.

Please provide an estimate of the travel costs (travel budget) including any matching funding you may have secured to travel to your event.

Travel Budget

Transportation

Lodging

Registration

Per Diem

Other

Total