

**UNIVERSITY OF UTAH – GRADUATE SCHOOL GRADUATE
STUDENT TRAVEL ASSISTANCE APPLICATION**

Applications for Graduate Student Travel Assistance are invited from currently enrolled University of Utah graduate students whose research or creative project has been accepted for presentation at a professional meeting. This assistance is contingent upon the applicant presenting at the meeting.

Applications must be received in The Graduate School prior to travel dates. Requests are considered up to a maximum of \$400 and must be supported with a dollar-for-dollar match from university funds. Matching support must be from university funding sources, e.g., development, operation, service, research, etc. One award only will be made during each fiscal year (July 1-June 30) to any graduate student.

Student travel assistance funding can reimburse airfare, car mileage (in lieu of airfare), ground transportation fares such as shuttles or taxis, lodging, abstract fees, and conference registration fees. The assistance will not reimburse meals, per diem, society memberships, or poster preparation fees.

Because travel requests in recent years have far exceeded funds available, The Graduate School requests departments or research units that can afford to support graduate student travel entirely on their own funds do so.

The Graduate School will determine total funds allotted for each month in the year; applications can be submitted any time before the travel dates but are considered only for funds allotted to the month in which the travel occurs - in the event of a trip spanning the end of one month and the beginning of another, the first date of travel will be used to determine the month to which the application will be applied. Funding is granted on a first come, first served basis until funds for the month are exhausted. Those applications not supported will be put on a reserve list for each month to be used in the event those awarded funding cannot or do not use it.

Incomplete applications result in delays in processing. An electronic version of this form is available for download at <http://www.gradschool.utah.edu/students/gstaa.php>. Please check off each item below to verify that it has been included with your application. The Graduate Student Travel Assistance application must include:

1. A certification of eligibility to receive funding as a U.S. citizen or a citizen of another country who is lawfully present in the U.S. (page 2 of this form);
2. A completed application (page 3 of this form);
3. A copy of the abstract or project description submitted for the meeting;
4. A travel estimate for eligible expenses – you may use the online form found at the University of Utah Travel Department website:
<http://afs.admin.utah.edu/download/PreRegistrationAuthorization.pdf>
5. A single-page statement about the value of the meeting and presentation to your professional development as well as to the mission of your department or research lab.

For further information, please contact The Graduate School by phone at (801) 581-6925 or by e-mail at gstaa@gradschool.utah.edu.

Please note that any awards that are not claimed by the department within 60 days of travel will be considered forfeited.

**Applications
for
Scholarships, Fellowships, Tuition Waivers, and Financial Aid**

Pursuant to SB-81, as of July 1, 2009, every University of Utah recipient of a scholarship, tuition waiver, or any other form of financial aid must undergo certification of lawful U.S. residency.

Students who receive a scholarship, fellowship, or other financial aid administered by the University of Utah are required by state law to certify that they are eligible to receive the scholarship as a U.S. citizen or a citizen of another country who is lawfully present in the U.S. If students do not know whether they are in the U.S. lawfully, they should seek the advice of an immigration attorney before filing a scholarship/financial aid application.

Prior to the disbursement of any scholarship/financial aid, the University of Utah is required by law to verify the recipient's citizenship status or lawful presence in the U.S. with the Department of Homeland Security (DHS). Once the University submits a student's information to DHS for verification, this federal agency may have the legal right to share the information with other government agencies.

Applicant Signature

By signing this application, I certify under penalty of perjury that I am either a U.S. citizen or a citizen of another country who is lawfully present within the U.S. I understand that my lawful presence within the U.S. will be verified through the Department of Homeland Security prior to an award of this scholarship/financial aid.

**UNIVERSITY OF UTAH – GRADUATE SCHOOL
GRADUATE RESEARCH STUDENT TRAVEL ASSISTANCE APPLICATION**

To be considered, applications must be received by the Graduate School prior to dates of travel.

NAME: _____

ADDRESS: _____

Campus Address E-mail Address _____

Academic Department/Division of

Degree Sought Degree & Approx. Completion Date

Have you received Graduate Research Student Travel Assistance before? No Yes If yes, what year? _____

MEETING: _____

CITY/STATE: _____ DATES: _____

TITLE OF PAPER/PRESENTATION: _____

FOR DEPARTMENT TRAVEL COORDINATORS:

MAXIMUM AMOUNT OF GRADUATE RESEARCH STUDENT TRAVEL ASSISTANCE IS \$400.00

DEPARTMENT WILL MATCH UP TO \$ _____

UNIVERSITY TRAVEL NUMBER: _____ (Required)

Your signature below indicates that you understand that any awards that are not claimed within 60 days of the date of travel will be forfeited by the department.

DEPARTMENT TRAVEL COORDINATOR

email address

Signatures indicate commitment to matching funds up to amount listed above and belief in scholarly merit of presentation to the academic field and to the student's academic career.

STUDENT ADVISOR'S SIGNATURE Date

NAME OF ADVISOR email address

DEPARTMENT CHAIR'S SIGNATURE Date

NAME OF DEPARTMENT CHAIR email address

Please return completed application to The Graduate School, University of Utah, 302 Park Building.

GRADUATE SCHOOL USE ONLY:

APPROVED: DATE _____ BY _____

APPROVED FOR: \$ _____

WAITING LIST: DATE _____ BY _____

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