Chemistry-Graduate Student Travel Award

Summary:
The Chemistry Graduate Student Travel Award provides funds to assist graduate students working in labs within the Department of Chemistry to travel to conferences and/or seminars to present a poster or give an oral presentation. The poster or presentation must address an area of their research. The award is not intended to support attending courses at other schools, research or general educational travel.

Eligibility:
Graduate students are eligible to receive a maximum of $500.

This amount can be used towards one conference. Applications will not be accepted for conferences attended prior to the award date. Preference will be given to senior graduate students and/or graduate students who have not attended a meeting previously. Preference will also be given to graduate students who have received commitments from other University sources (such as the faculty mentor, or school) to cover the remaining costs of a conference or seminar. Furthermore, preference will be given to PhD students, and those who give oral presentations, and those who co-author a paper.

No more than one award shall be given to a lab per calendar year.

Covered Costs:
Travel Awards will only cover the following items: conference registration fees, transportation to/from meeting, lodging, food, and ground transportation while attending the conference. Students are expected to find the most reasonable and economical lodging and transportation. For instance, students are encouraged to share a room, and it is expected that students partake in meals provided as part of the conference rather than incurring additional expenses. Examples of non-covered expenses include: proposal submission and optional pre-conference fees, poster printing, mailing expenses, and internet access while traveling. Do not include non-covered expenses in the application budget. Air and rail fares must be booked through a University approved travel agency.

Cash advances will not be provided. Expenses for hotel, food, taxis, etc., are to be paid with the student’s personal funds and will be reimbursed upon filing of a properly completed Travel Reimbursement form with original receipts.

Application Instructions:

1. Each application should include the following components:
a. Use the standard Chemistry Graduate Student Travel Award application form to prepare your award. This application can be found on-line from the Chemistry Department website.

b. Applicant Information: name, academic title, expected degree (MS/PhD) and anticipated year of graduation (for graduate students), campus address, campus phone number, faculty mentor.

c. Abstract of the presentation.

d. An itemized budget is requested along with a brief explanation, amount requested, type of professional organization (international, national, regional)

e. Statement of relevance to the science’s and your research (150 words maximum).

f. A letter of support from the faculty mentor must be submitted with the application. In the letter the faculty member should state his or her approval of the application, and any additional grant support for the travel.

2. The application must be submitted as a single PDF to Brian A. Gabriel at bgabriel@albany.edu. An email confirmation of the receipt of an application will be sent to an applicant.

**Application Deadline:**
The deadlines for submission of the Chemistry Graduate Student Travel is **Monday, August 26, 2013**. Applications are accepted and reviewed twice a year. Applications are due at the beginning of each semester. A maximum of two awards will be given each semester.

**Application Review and Notification:**
Graduate Committee will be responsible for reviewing applications based on the criteria described above. The recommendation for an award shall be made by the Committee to the Chair of the department for final decision. Each student shall receive an email notification after a final decision is made.

Contact Brian A. Gabriel at bgabriel@albany.edu or call 442-4400 with any questions. Please include your name, department, contact information, and faculty mentor in all messages.