

How to Apply for Wildlife Ecology & Conservation Graduate Student Travel Awards

To encourage graduate students to participate in the professional and academic arenas, each year the Department of Wildlife Ecology & Conservation makes funds available for graduate students to attend conferences/symposiums for presenting research. These funds are administered by the Wildlife Graduate Student Association (WGSA). Further matching funds are also provided by the Institute For Agricultural Sciences (IFAS). These funds can be used for partial reimbursement of transportation, lodging, registration and meal expenses. Instructions for applying for a WEC Graduate Student Travel Award are explained below. If you have questions contact Caprice McRae, 110 Newins-Ziegler Hall, Phone: (352) 846-0578, E-mail: mcraec@wec.ufl.edu.

To be eligible you must:

1. Be a registered graduate student in Wildlife Ecology & Conservation.
2. Be presenting a paper or poster display at a conference, symposium, workshop or meeting.
3. Not have received a WEC Graduate Student Travel Award in the past 12 months.
4. In addition to the WEC Graduate Student Travel Grant, also apply for the following travel awards:
 - a. IFAS Graduate Student Travel Grant (matches WEC Award up to \$200 maximum)
 - b. Graduate Student Council Travel Award

<i>WEC Application Deadlines:</i>	<i>For Travel Occurring Between:</i>	<i># of Awards Available</i>
February 15	April 1 - June 30	6 awards
May 15	July 1 - September 30	6 awards
August 15	October 1 - December 31	3 awards
November 15	January 1 - March 31	5 awards

Determination of Award Recipients:

The following criteria will be used to score applications. Those applications with the highest scores will be granted travel awards. In case of a tie, determination of the award recipient will be made based on the evaluation of the submitted abstracts by the travel awards committee.

- Research: Final degree research (5 pts)
Degree research (3 pts)
Other scholarly work (e.g. extension or education program work) (1 pt)
- Presentation: Oral (5 pts)
Poster display (3 pts)
- Meeting: Invited symposium (5 pts) Note: include copy of invitation with WEC application
International meeting (4 pts)
National meeting (3 pts)
Regional meeting (2 pts)
- WGSA Participation (acts as a tiebreaker, 1 pt each):
(1) Participation in WGSA activities and elections
(2) WGSA monthly meeting attendance
(3) WGSA committee participation/officer appointment

INSTRUCTIONS FOR AWARD RECIPIENTS

Please review these instructions carefully before taking your trip. It is important that you have all of the necessary forms signed and processed **PRIOR** to your trip in order to receive reimbursement. **DO NOT WAIT!** Once you receive a notice of award, contact Caprice for assistance.

Before your trip:

1. As soon as possible, submit a WEC Travel Authorization Request (TAR). One TAR must be submitted for your WEC Travel Award and UF/IFAS Travel Grant. A second separate TAR must be submitted for your Graduate Student Council Travel Award. Your GSC award letter will explain where to submit your TAR.
2. International travel is processed manually. Allow 30 days before your departure date for your TAR to go through the approval process.
3. International travel requires that you get a Medex Card. Applications are available in 368 N-Z Hall. International travel will not be approved without the Medex Card.
4. If you are renting a car you must use AVIS Rent-A-Car or be prepared to justify your alternate choice. With an approved TAR, you can avoid an out-of-pocket expense by requesting an ACTO form for your car rental. Make your AVIS car rental reservation before you request the ACTO form.

During your trip:

1. *Have fun...learn a lot!*
2. Keep ALL receipts [i.e. registration, hotel, airline ticket, car rental, taxi, tolls, banquet (you must have a receipt and verification that the banquet was an organized event with a speaker), etc.]
3. UF meal allowance is \$21/day. The first and last day of travel will vary according to your departure and arrival times. Receipts are not required to receive your meal allowance. Banquets are the exception as stated in #2.

After your trip (within 10 days of your return):

1. For reimbursement of the WEC Travel Award and the UF/IFAS Travel Grant: submit a WEC Travel Reimbursement Request to Caprice.
2. Include all receipts associated with your trip (See #2, *During Your Trip*).
3. For reimbursement of the Graduate Student Council Award refer to your award letter for reimbursement instructions. Original receipts are required for reimbursement of your Graduate Student Council Award. Meals are not paid by the Graduate Student Council Award.
4. If not previously submitted, include your acceptance letter from the conference.

Important Notes:

- DO NOT WAIT! Once you receive a notice of award, contact Caprice for assistance.
- TAR's must be approved in **advance** of the travel.
- Remember to keep **all** receipts to submit with your reimbursement request. Missing receipts will delay your reimbursement.
- A Travel Authorization Request for international travel must be submitted thirty days (30) in advance of your departure date.
- You will receive a copy of the approved TAR. Keep this for your records. The TAR number must be included on your request for reimbursement.
