

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 (WEC) 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 may also be 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 WEC graduate student who is actively participating in the WGSA at time of application.
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 fiscal year.

Your application to the WEC Graduate Student Travel Grant will be strengthened if you also apply for the following travel awards:

- a. IFAS Graduate Student Travel Grant (matches WEC Award up to \$250 maximum)- Available at http://cals.ufl.edu/current_students/travel_grants.shtml#TravelGrants
- b. Graduate Student Council Travel Award -Available at: <http://www.mygatornet.com/graduate/UFGSC/GRANTS.html>

Please note, both IFAS and GSC travel grants require matching funds from your department, so it is prudent to apply concurrently.

WEC Application Deadlines: A minimum of four weeks prior to anticipated travel dates

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)

Other Travel Applications: IFAS (1pt) GSC (1pt)

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.

Application for WEC Graduate Student Travel Award

To be eligible, you must **not** have received this award in the last 12 months..

Submit the following materials to the Graduate Student Travel Award Committee Chair's mailbox in the WEC graduate student mailroom:

- 1) A completed WEC travel award application
- 2) Conference Announcement/Advertisement (can be printed from the web)
- 3) Paper or Poster Abstract
- 4) Acceptance letter from the Conference (If not available at time of application, then must be submitted with receipts in order to be reimbursed following your trip).
- 5) A completed IFAS travel award application (Available at http://cals.ufl.edu/current_students/travel_grants.shtml#TravelGrants) (IF applicable)
- 6) A COPY of the GSC travel award application (Available at: <http://www.mygatomet.com/graduate/UFGSC/GRANTS.html>) (IF applicable)

Please indicate the dates of travel for which are you applying: _____

PLEASE NEATLY PRINT OR TYPE THE FOLLOWING INFORMATION:

Personal Information

Name _____ SSN _____ Campus Address _____

_____ Phone _____ Degree Sought (circle one): Ph.D. / Masters Major Professor

_____ Campus Phone: _____

Conference Information

Title of Conference _____ Meeting Location and Date _____

_____ This meeting is (circle one): International / National /

Regional / Invited symposium / Other: (explain) _____

Presentation Information

The data to be presented are (circle one): Final degree research / Ongoing degree research / Other scholarly work / Other _____ Type of

presentation: Oral / Poster The title of my presentation is:

Signatures

Traveler's Signature _____

Major Professor's Signature _____

Do not write below this line (Administrative use only)

Total Points _____ Approved? _____ Approved by _____ WEC Award Amount \$ _____ Materials received:

IFAS travel application / GSC travel application / Conference announcement / Abstract / Conference acceptance letter