

DEPARTMENT/DIVISION OF BIOCHEMISTRY

**GUIDELINES FOR DEPARTMENTAL SUPPORT OF
GRADUATE STUDENT TRAVEL**

1. The Department of Biochemistry provides limited funds to support graduate student travel with the aim of enhancing research and training.
2. Consideration for departmental support will be given for travel for 1) attending a professional meeting at which the student is presenting a talk or a poster, 2) attending a professional training course, 3) collaborative research or 4) other purposes directly related to research and training.
3. Any graduate student in good standing can apply for support up to a maximal amount, currently \$500 per trip, by completing a brief application form.
4. Applications require approval of the student's thesis advisor and the Director of Graduate Studies, indicated by their respective signatures on the application form.
5. Submit completed application forms to the departmental fiscal office, currently to Joanne Brandkamp in Schweitzer 123.
6. Application must be made at least 45 days before the proposed travel.
7. Decisions to fund are based on evaluation of the merits of the request by the Director of Graduate Studies in consultation, as necessary, with the departmental Chair and on the basis of available funds.
8. In general, no more than two students from a single research group will be supported in a 12 month period.