

## **DEPARTMENT/DIVISION OF BIOCHEMISTRY GUIDELINES FOR DEPARTMENTAL SUPPORT OF GRADUATE STUDENT TRAVEL**

1. The Department of Biochemistry provides funds to support graduate student travel with the aim of enhancing research and training. This is to supplement the funds provided by the faculty advisor.
2. Departmental support will be awarded for travel for a) attending a professional meeting at which the student is presenting a talk or a poster, b) attending a professional training course, c) collaborative research or d) other purposes directly related to research and training.
3. All graduate students who successfully pass their comprehensive exam and are in good standing will have available to them up to \$1,500 for travel. The intent of these Departmental funds is to encourage the students to attend several meetings; thus post-comprehensive exam students can apply for departmental support (up to \$500-\$1,000 per trip) to be used to attend 2 - 3 meetings approximately one year apart. Because travel costs are significantly higher to attend international meetings, requests for more than \$1,000 will be considered, on a case-by-case situation. The request for additional funds must be justified by the student on the application.
4. Biochemistry funds should supplement funds provided by the advisor, thus each application must list the approximate funds contributed by the advisor and be signed by the advisor (electronic signatures on PDF documents are preferred). The MoCODE to which the funds for travel will be deposited must be provided. Funds are transferred to the MoCODE to which the travel will be charged.
5. The request process requires both completion of the application form and submission of the abstract of the work to be presented at the meeting. The application and abstract must be submitted a minimum of **30 days** in advance of the start of travel. "Late/last minute" requests may not be considered. Completed electronic application forms should be emailed to **both** the current DGS for approval signature and to the departmental fiscal office, [mubchemfiscaloffice@missouri.edu](mailto:mubchemfiscaloffice@missouri.edu).
6. Decisions to fund applications are not competitive between students. However the amount and the frequency of the requests will be 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.

*The electronic application can be found online at <http://biochem.missouri.edu/grad-program/travel-grants.php>.*