

PBGG GRADUATE STUDENT & POSTDOC TRAVEL AWARDS

A student or postdoctoral scientist presenting a paper at a professional conference may apply for a travel award from the Institute to assist with the cost of travel. The following guidelines will be used in considering all travel requests:

1. Applicants must be reporting results of their research and be the primary author of the oral or poster presentation.
2. The meeting or conference must be of national or international importance. You may also request funding for a study visit to another lab relative to your field.
3. Applicants are limited to one travel award per academic year.
4. The maximum request is \$500.
5. The applicant should send a brief letter addressed to the Institute Director describing the conference, the presentation to be given, and the value that attendance will have for the applicant.
6. Accompanying the letter should be evidence that the research has been accepted for presentation and a copy of the abstract of the research to be presented.
7. Submit to the Administrative Assistant that routinely processes your travel: a typed "Request for Authority to Travel" form, which is available online at the following:
https://busfin1.busfin.uga.edu/accounts_payable/travel_authority_emp.cfm
8. Submit travel award requests to the PBGG Administrative Manager at least one month prior to the beginning of the trip:

IPBGG Administrative Manager

111 Riverbend Road

Athens, GA 30602

706-542-5607

pbgg@uga.edu

Meeting these criteria is not a guarantee of funding. Funding is contingent on availability of funds in the Institute. Institute funding may be added to travel assistance from other sources, including funding from the Graduate School.