

## Syracuse University • Department of Chemistry

### 2009-2010 Graduate Student Travel Grant Proposal

#### **Instructions**

Through the Department of Chemistry, graduate students may apply for partial support to cover travel expenses to attend professional meetings and conferences.

#### **Eligibility Requirements**

To qualify, chemistry graduate students must be matriculated, be registered as a full-time student (i.e., registered for 12 credits as a graduate student, hold a graduate appointment, or otherwise certified as full-time), have completed at least one semester of graduate study at Syracuse University, and be in good academic standing. Travel support is only available for presentation of work at a conference. A maximum of one award may be made per student per fiscal year (July 1 to June 30). Travel grants will normally not exceed \$200, unless absolutely necessary.

#### **Application Process**

*Graduate Student:* Please submit the actual proposal form to our Graduate Program Director (Dr. Jerry Goodisman). Hard copies of this form are available through Deb Maley or downloaded via our Chemistry website. In addition, you must submit written evidence that your work has been accepted for presentation to the Conference.

If the Graduate Program Director (Dr. Goodisman) endorses your proposal, he will submit to Deb Maley. You will then be notified via e-mail of the proposal's approval or denial. If the proposal is approved, the Department will prepare a travel voucher on behalf of the student, the University will then issue a check to the student.

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### PART I: Graduate Student must complete this section

Name (Mr./Ms.) \_\_\_\_\_ SU ID #: \_\_\_\_\_

Department: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Degree Sought: \_\_\_\_\_ Advisor: \_\_\_\_\_ Years of residency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Dept. Phone #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Requesting travel support to present at the following conference:

Title of Conference: \_\_\_\_\_

Type of presentation: \_\_\_\_\_ (poster, talk, invited) \_\_\_\_\_ Dates: \_\_\_\_\_

Location of Conference: \_\_\_\_\_ Estimated expense (travel, lodging, food, registration) \_\_\_\_\_ \$ \_\_\_\_\_

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### PART II: Graduate Program Director must complete this section

Name of Director/Chair: \_\_\_\_\_ e-mail: \_\_\_\_\_

Rating of this student :  Outstanding  Above Average  Average  In Poor Standing

Financial support of this travel from sponsored or departmental accounts: \_\_\_\_\_ \$ \_\_\_\_\_

Department/Program account to receive budget transfer (for successful proposals): \_\_\_\_\_

Please comment briefly about why the student deserves a travel grant:

Director or Chair: Submit form to **Deb Maley, Department of Chemistry.**

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Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_