**GSEC Travel Award Application and Instructions**

In keeping with our mission to contribute to the long-range professional development of the student, the Graduate Student Education Committee will award up to 10 travel awards per year to help defray the costs of attending training courses or conferences for both pre and post candidacy MDACC UTHealth GSBS students.  The GSEC believes that these activities s enhance the academic experience and assist the student with invaluable networking opportunities essential to future success.  These competitive awards will be made available to students who have been invited to attend training courses or present papers at a national or international conference, meeting or class related to their academic area or dissertation research.  These awards are not intended to cover the entire cost of transportation, hotel, etc. Students may apply for travel assistance only once per semester.

* Up to $750 in travel assistance will be awarded to students based on merit
* Applications must be submitted at least one month prior to the travel date.

**How to Submit an Application**

1. Collect and prepare the following documents:
	* 1. A copy of the student’s curriculum vitae (CV) with complete publications list.
		2. A letter from the student’s supervisory professor signifying approval to attend the course or conference. This letter should list all sources of funding to be utilized for this trip and address the student’s suitability to represent their research at the conference in question.

**Important Note: Faculty must send the signed letter of recommendation directly to ms.graduateeducation@uth.tmc.edu**

* + 1. Abstract and Application Information (below).
		2. A copy of the abstract acceptance letter for your presentation at the conference.
		3. Combine requested information from 1a, 1b, 1c, and 1d into a single .pdf document and e-mail to ms.graduateeducation@uth.tmc.edu.

**Travel Award Application**

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| **Applicant Name:** |  |
| **Advisor Name:** |  |
| **Department:**  |  |
| **Program Affiliation:** |  |
| **Date Entered Candidacy:** |  |
| **Pre-Candidacy Date of Enrollment:** |  |
| **Date of Last Committee Meeting:** |  |
| **Email address:** |  |
| **Submission Date:** |  |

**Course/Conference Meeting Details:**

**Course/Conference Meeting Title and Location**

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**Briefly describe the importance of attending the course/presenting at this conference as it relates to your research and future career goals. If attending a course, please provide a summary or link to the course description.**

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**Course/Conference Dates**

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**Expected Arrival and Departure Dates**

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**Estimated Expenses:**

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| --- | --- |
| Airfare: |  |
| Rental Car: |  |
| Mileage ($.575 X # of miles):  |  |
| Lodging: |  |
| Registration Fees: |  |
| Other Expenses: |  |
| **Total Expenses** |  |

**Travel Award Abstract**

**Abstract Title**

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**Authors**

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**Abstract Text (250 word limit, please)**

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**If you have questions, please contact:**

**The Graduate Student Education Committee**

**Travel Awards – Office of Research Affairs**

**The University of Texas Medical School at Houston**

**6431 Fannin Street – MSB 7.047**

**Houston, Texas 77030**

**Phone: (713) 500-5605**