

**Department of Exercise Science**  
**Travel Grant Instructions**  
**2010 – 2011**

The Department of Exercise Science has established a program to support student travel designed to provide opportunities and support for student presentations of posters/papers, etc. at professional/scientific conferences. Students are encouraged to seek additional sources of travel funds to promote student participation in research presentations (e.g. research funds, ASPH Dean's Student Travel Award, Graduate School Student Travel Grant).

General Guidelines and Procedures for the Exercise Science Travel Grant:

1. The application process will be instituted and conducted through the Graduate Director's office.
2. Applications submitted by the appropriate deadlines will be reviewed three times per year; September, January and April. Final decisions about recipients of the awards are the prerogative of this committee.
3. Priority will be given to students making a presentation (poster or oral) at a national or international meeting. However, students either presenting at a state or regional meeting or participating in a group competition at a national meeting are also eligible for funding.
4. Funds for the travel program are allocated on a fiscal year basis (July 1 – June 30). The maximum award will be \$300 and can be used to match funding from other sources including the ASPH Travel Fund or the Graduate School Travel Fund. Only students presenting at national meetings are eligible for the maximum award. Students presenting at state or regional meetings or participating in a group competition are eligible for a maximum of \$100.
5. The award can be applied to any acceptable travel-related expenditure (e.g. airfare, food, lodging, registration fees, etc.).
6. **Important:** In order for students to receive travel reimbursement a travel authorization (TA) form must be approved by the department business manager prior to any travel. Travel authorizations submitted after travel has commenced will not be approved.
7. The application must include:
  1. Estimate of total travel expenses
  2. Accepted abstract of the research to be presented
  3. Endorsement from Faculty Mentor
  4. Financial support from Faculty Mentor
8. Criteria for determining a successful application:
  1. Student's service to the department and school, etc.;
  2. Stature of meeting at which presentation will be made
  3. Quality/impact of research to be presented.
9. Priority can be given to students who have not received a previous travel award from the department.
10. Students are allowed to request funding after the travel occurs if acceptance for presentation was not available by the last application deadline prior to the meeting. However, a travel authorization must be submitted prior to travel.

These funds may be used to match with the Graduate School Travel Grant or the ASPH Dean's Student Travel Award.

Links:

Graduate School Travel Grant:

<http://gradschool.sc.edu/current/travgrant/>.

Arnold School of Public Health Dean's Student Travel Award:

<http://www.sph.sc.edu/currentstudents/travelfunding.htm>.

## Instructions

Section One asks you about yourself and your service to the department. The service to the department includes your activities in the department other than academics (i.e., teaching lab classes, participating in stress testing, etc.).

In Section Two, we are looking for the specifics of the conference and your duties while there. If you are presenting, please attach a copy of your abstract to the application.

Section Three is all about the costs associated with this trip. This section largely depends on how much money you are awarded.

Your conference presentation **must** be of work you have done in the Department of Exercise Science (USC).

### **Deadlines for travel applications:**

*September 1 (decision by September 15)*

*January 5 (decision by January 19)*

*April 1 (decision by April 15)*

Once you've received your official Exercise Science Travel award letter, submit a Travel Authorization form with all letters from various award sources and/or a memo from your advisor confirming Advisor Contribution at least 2 weeks before travel.

It is important to keep all receipts!!! Write your name on your receipts, staple them together, and give them to Trudy immediately upon your return. (To minimize confusion, attach a brief description for the receipts) The sooner you turn them in, the sooner you are reimbursed.

For Office Use Only
A___ D___ AMT_____
Grad Dir _____
Date _____

## University of South Carolina, Exercise Science

### Graduate Student Travel Form

#### Section I. About you.

Date \_\_\_\_\_

Name: \_\_\_\_\_ Advisor: \_\_\_\_\_

GPA \_\_\_\_\_ Degree \_\_\_\_\_ Division: \_\_\_\_\_ Year in program \_\_\_\_\_

Statement of Service to the Department: \_\_\_\_\_

#### Section II. About the Conference.

Conference Name: \_\_\_\_\_

Conference Type:  Regional  National  International

Conference Dates: \_\_\_\_\_

Conference Location: \_\_\_\_\_

Title of Presentation\*: \_\_\_\_\_

Format of Presentation: \_\_\_\_\_

Co/ Authors: \_\_\_\_\_

Will you be receiving an honor/award at this meeting?  Yes  No If yes, please explain \_\_\_\_\_

How many presentations will you be giving or activities will you be participating in?  
Please list \_\_\_\_\_

#### Section III. About Expenses.

List all other travel awards received this school year \_\_\_\_\_

Location(s) of work done on research project \_\_\_\_\_

List other students/faculty who will travel/lodge with you \_\_\_\_\_

Estimated expenses: Conference Registration \_\_\_\_\_  
Travel \_\_\_\_\_  
Other \_\_\_\_\_

Are you applying for <sup>†</sup> :	<input type="checkbox"/> Graduate School	Received: <input type="radio"/> Yes <input type="radio"/> No	Expected Amount: _____
	<input type="checkbox"/> ASPH	Received: <input type="radio"/> Yes <input type="radio"/> No	Expected Amount: _____
	<input type="checkbox"/> Advisor Contribution	Received: <input type="radio"/> Yes <input type="radio"/> No	Expected Amount: _____
	<input type="checkbox"/> Other	Received: <input type="radio"/> Yes <input type="radio"/> No	Expected Amount: _____

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

*\*If presenting, please attach a copy of your abstract.*

*<sup>†</sup> If applying for other travel grants, please attach award letters.*