

DOCTORAL STUDENT TRAVEL SUPPORT PROGRAM

The Office of the Provost annually provides each School or College at WVU with funds to help support profession travel for doctoral students. For doctoral students in the School of Medicine, please use this form and follow these instructions. For students in other HSC schools, please contact your Student Services office for the appropriate materials.

- Travel awards are \$400 and applied for through the Office of Research and Graduate Education.
- This money is to provide financial assistance to attend scientific meetings to present your dissertation research.
- To be eligible, you must be the first author on a poster or the presenter for a podium presentation and you must have evidence of participation in service activities to both the HSC and the community.
- The award is available on a first come, first serve basis. Preference is given to students who have never received the award, senior students who have not yet attended a scientific meeting, and evidence of service to WVU.

TO APPLY FOR A TRAVEL AWARD:

- Complete the attached application
- Provide documentation of your participation (acceptance notice, conference program) and a copy of the abstract.
- Provide a copy of your Travel Authorization Form (these are available from your program administration and required for all travel).

SUBMIT THESE DOCUMENTS TO:

Penny Phillips
Office of Research and Graduate Education
Room 2272
PO Box 9024
304-293-6231
pPhillips@hsc.wvu.edu

Note: *If traveling outside of the United States, you are required to complete the additional requirements listed in the Travel and International Travel Policy for HSC Students.*

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TRAVEL AWARD FORM

Please fill out this form.

Student Name: _____ WVUID#: _____

Graduate Program: _____ Date: _____

Year of study: _____ First time receiving a travel award? Yes No

Title of conference meeting that you are attending? _____

Dates of conference: _____ to _____ Location[‡]: _____

Your advisor's name: _____

Are you a first-author of a poster or the presenter during a podium presentation? Yes No

Title of poster/presentation: _____

Activity Date

Service activities during the past 12 months: _____

(Please attach additional pages if necessary)

Return this form along with documentation of first-author and registration to Penny Phillips at:

Office of Research and Graduate Education
2272 HSC – South
PO Box 9024
(Campus Mail)

[‡] **Note:** *If traveling outside of the United States, you are required to complete the additional requirements listed in the Travel and International Travel Policy for HSC Students.*

(Do Not Write Below This Line)

For the Office of Research and Graduate Education Use Only

- Has been approved by Dr. Salati for this academic year.
- Has not been approved by Dr. Salati for this academic year.