STUDENT TRAVEL AWARDS
Submit applications by the 15th of the month.

**Purpose**
Alaska INBRE Student Travel Awards are designed to enhance the education and career development of undergraduate and graduate students in science related to the specific aims of the Alaska INBRE Program. Travel may be to conferences, workshops, trainings, or other academic settings that allow students to present their research, interact with other scientists in their field of research, or learn new research methods.

**Award Amount**
$2,000 maximum for a travel award. Priority will be given to applicants who have not received a travel award this grant year (August 1-July 31).

**Award Administration**
Each selected traveler will work with their departmental travel administrator to:
- initiate travel arrangements for the traveler (Authorization to Travel or AT);
- initiate reimbursement of the travel within 15 days of trip completion (Expense Report or ER).

Each traveler must submit a trip report (available on INBRE website) along with a relevant photo to inbre@alaska.edu outlining the benefits to the traveler and Alaska INBRE within 15 days of trip completion.

**Eligibility**
An eligible applicant must:
- be an undergraduate (bachelors) or graduate (Masters or Ph.D.) enrolled at a UA campus when the application is submitted OR a student accepted for enrollment; AND enrolled when the travel occurs;
- be presenting a poster or talk at a professional meeting in his/her field of study or receiving technical training;
- have filed an INBRE trip report for any previous INBRE-sponsored travel.

**Deadlines**
Applications (including faculty letter of support) must be received by the 15th of the month. Please ensure that your submission allows reasonable time for review by the Alaska INBRE Management Advisory Committee and preparation by your travel coordinator. Students are encouraged to submit applications at least 2 months in advance of their planned travel. All travel applications should be submitted via the website: www.alaska.edu/inbre.

**Application Form**
The application form is available from the Alaska INBRE web site: [http://www.alaska.edu/inbre](http://www.alaska.edu/inbre)

**Faculty Letter of Support**
A letter of support from the student’s faculty mentor is required. The letter must include the following statement: *I agree to support this student's travel request and accept responsibility to review the travel costs and the subsequent expense report.*

**Application Submission**
To be considered for a Student Travel Award, an eligible applicant must complete and submit the application and the letter of faculty support documents to the website and title the attachment “*last name_Travel Award Application.*” Confirmation of your submission will be provided via email within 24 hours.

**Review Procedures**
Applications will be reviewed by the Alaska INBRE Management Advisory Committee. Preference will be given to applicants who:
- are presenting a research poster or paper at a conference or workshop that substantively contributes to the research aims of INBRE;
- are attending a conference or workshop to learn new methods essential to the advancement of the INBRE research aims;
- are working with an INBRE-supported faculty member.

Applications will be reviewed and awarded as they are received. When Alaska INBRE funds budgeted for Student Travel Awards are exhausted, applicants will be notified that their request will remain pending in the event that additional funds become available and the solicitation will be closed until funds are available.

**Conditions of Award**
A Trip Report is required (2 pages maximum) and must describe the specific activities accomplished by the traveler, outline information shared and/or acquired, note key contacts and/or collaborations established, and lists any other benefits accrued to the traveler and the program as a result of the travel. Please use the Student Trip Report Form located on the Alaska INBRE website [http://www.alaska.edu/inbre](http://www.alaska.edu/inbre). This information is required for reports to the NIH.

Procedure approved by the INBRE Management Advisory Committee on October 20, 2016.