INBRE Student Travel Grant Policy

***Who may apply?***

If you are a University of Idaho undergraduate or graduate student pursuing biomedical research or if you are an INBRE-funded student working in a UI lab, you are eligible to apply for an Idaho INBRE Student Travel Grant. In order to apply, you must:

1. Be presenting a poster or giving an oral presentation at a regional or national conference
2. Present research related to the biomedical community
3. Have not received travel grant support from INBRE within the last 6 calendar months
4. Submit your application to INBRE at least 60 days prior to the first date of your conference (please submit application early enough to avoid late registration fees.)
5. Agree to cite INBRE in your presentation or on your poster if you receive INBRE travel support (inbre.uidaho.edu/cite\_inbre/)

Decisions for student funding are based on eligibility of students and the **availability of funds. Preference will be given to first-time applicants for an INBRE travel award.**

***How do I apply?***

If you agree to and meet the above conditions, please complete the following pages (2-3) of this application package. Please email your completed packages to whitneym@uidaho.edu or you may drop off at the Idaho INBRE Office (Mines Building 320).

*Page 2- Please complete this page to submit to INBRE (Whitney Myers whitneym@uidaho.edu)*

INBRE Travel Awards Guidelines

Dear STUDENT,

In order to submit your completed application packet, please read through the statements below. If you understand and agree to the statements, please initial each of the 5 guidelines.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1. At the conference for which I am requesting a travel award to attend, I am either a)
 presenting a poster and/or b) giving an oral presentation related to the topic
 of HUMAN HEALTH.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. I will cite INBRE on my poster or slides (found on web: *www.inbre.uidaho.edu/cite\_inbre/*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. I understand that INBRE is a federally funded grant program and in an order to be fiscally
 prudent, I will make all travel arrangements as early as possible to avoid late registration
 fees and higher airfare.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. I will work directly with INBRE (Whitney) to make all travel arrangements. Should my plans
 change, I will first verify with INBRE that my next plan of action is allowable. If I make any
 arrangements on my own, without first consulting with INBRE, I understand I may be
 financially responsible for these expenses and may not be reimbursed fully or even at all.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. I understand that traveling to conferences involves a certain amount of financial risk. Even
 though INBRE is funding my travel, in the event of an emergency (missed flight, illness,
 weather delays) I should be prepared to cover the costs of these unexpected occurrences with
 personal funds. I can expect to be reimbursed by INBRE as long as the expenses
 were approved by INBRE.

Thank you for taking the time to read the above guidelines. If you have any questions, know that you can contact us at any time and we will help you however we can. **Please continue to the next page to provide the details of your trip.**

*Page 3- Please complete this page to submit to INBRE (Whitney Myers whitneym@uidaho.edu)*

Date of application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of student applicant(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

V number of student(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated cost to attend (other travel costs – per diem, mileage, parking, etc.- will be factored in during review):

* Airfare: $\_\_\_\_\_\_\_\_\_\_\_\_\_
* Lodging: $\_\_\_\_\_\_\_\_\_\_\_\_
* Registration: $\_\_\_\_\_\_\_\_\_\_\_

Preference will be given to first-time applicants/recipients of an INBRE Travel Award. **Have you received INBRE support to travel before?** **If yes, when did you travel?** List all trips supported by INBRE. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If available, what is the link to the event webpage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If available, what is the link to the agenda for the conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_