

INBRE Student Travel Grant Policy

Who may apply?

If you are a University of Idaho undergraduate or graduate student pursuing biomedical research, 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.**

A student may submit [no more than three](#) applications for travel assistance during their tenure at UI.

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) before making any purchases. I understand there are certain university policies and procedures that must be followed. If I make purchases without consulting INBRE, I understand there is a chance I will not be reimbursed partially or entirely.
- _____ 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)

DUE TO RECENT CHANGES IN UI TRAVEL POLICY, all lodging, transportation, and airfare reservations must be made and purchased by the student. If a UI faculty member is attending the conference with you, they can pay with their UI p-card.

Costs will be reimbursed as long as they are allowable (always check with Whitney BEFORE PURCHASE).

Date of application: _____

Name of student applicant: _____

V number of student: V _____

Name of the conference: _____

City/State of the conference: _____ Official dates of conference: _____

Preferred date to arrive (can be one day before conference officially starts): _____

Preferred date to return home (can be one day after conference officially ends): _____

Preferred departure airport: _____ Do you have a vehicle to travel to airport? Yes or No

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: _____

LAST STEP: Please send a copy of your abstract to Whitney along with this application.

FOR INBRE OFFICE USE ONLY	
Awarded amount:	\$ _____
Signature:	Whitney Myers, Idaho INBRE Program Manager

