

MEMO

DATE: April 23, 2004

TO: Dr. Michael Smith

FROM: A.S. Research committee
Kevin Fritsche, chair
Peter Sutovsky
Jerry Taylor
Randy Prather
Ron Beylea
David Ledoux

RE: Revised recommendations

Graduate Student Travel Awards

The committee supports the continued use of RIF funds for Unit Travel awards to assist graduate student travel to national and regional research meetings and conference in which they will be presenting their research results. At the last faculty meeting we approved a policy that for students to be eligible for these Travel awards, they must participate in either the A.S.G.S.A. sponsored Graduate Research Forum or the Graduate School sponsored Research and Creative Activities Forum. The committee believes that other on-campus research forums, such as the Life Sciences Poster Sessions, should be considered suitable for meeting this requirement. **The committee supports increasing our Travel Awards for graduate students from \$150 to \$500 per student per fiscal year**, except for travel to the Midwest ASAS meeting where awards will be increased to \$250.

Clarifications added on 4/23/04:

Students are eligible for no more than two Departmental Travel Award per year, however, the maximum dollar amount they can receive in a given year is \$500. Ideally, students should participate in the mandatory on-campus research activity BEFORE they are eligible for the Travel Award, but exceptions may be granted at the discretion of the chair. Students that fail to fulfill this requirement could jeopardize their reimbursement for travel expenses or eligibility for future travel awards.