

COSAM GRADUATE STUDENT TRAVEL FUNDS APPLICATION FORM (Rev. 8/27/2014 agmoss)

Red indicates changes from previous versions. Thesis research receives top priority for travel funds

The faculty reference is very important for the success of the application.

In case of difficulties with your application, please contact **Ms. Nancy Robinson** at: nrr0001@auburn.edu

Dr. Anthony G. Moss,

Chair, COSAM Graduate Travel Funds Committee

331 Funchess Hall, Dept Biological Sciences

Auburn University, Auburn, AL 36849

mossant@auburn.edu; Tel. 4-9257; Fax 4-9234

Note that all applications must be typed via computer into this form. No handwritten forms. Applications are only by electronic submission via the button on this form. Hand-delivered applications are no longer accepted (10/1/14).

All fields except middle initial are mandatory! Due dates: 2/1, 6/1; 10/1 each year

Name: First _____ M.I. ____ Last _____

Department: _____ Today's Date: _____

Campus Phone: 4- _____ Cell: _____ Campus email (only): _____@auburn.edu

Campus Mailing Address: Mailstop, dept., bldg. _____

Degree program: MS _____ or PhD _____ If PhD, are you a Candidate? _____ Pre-candidate? _____

Major Professor: _____ Campus phone: 4- _____ Email: _____

Awardees typically receive \$250, but we consider every request. Amount Requested*: \$ _____

Travel Dates: Depart: _____ Return: _____

Reason for Travel: _____

If a meeting; please indicate location and date: _____

Have you received previous awards from this source for your current degree? _____

If so, please indicate date and amount: _____

Have you attempted to acquire other sources of travel funds? YES _____ NO _____

If so, please identify source & amount.

Please make the following (compose in a separate file; cut/paste to make one file in addition to this one):

1. Please indicate below the value of the described travel to your research and/or education. * Indicate why you have requested additional funds (if at all) and whether you have been successful.
2. A 2 page CV that describes education, research & teaching, publications, and other significant experience.
3. A completed Request for Authority to Travel (RAT) (or if the travel is international, a RAT-50) signed by your department head or representative. The RAT 50 need not be entirely complete.
4. A program **flyer** advertising the meeting, location and dates; include your abstract if possible.

5. Press Submit Form' when you are done. Attach the second file with this application form in your email. Critical!!! Put your GUID (email name at AU) at the end of each file name you send. Keep original name and add GUID to the end. For instance: COSAM_Grad_Travel_Application_mossant.pdf

To the awardee:

While traveling, keep all receipts. When your travel is complete, prepare a travel voucher. Do NOT send receipts to the Graduate Travel Office; instead provide them to your departmental administrative assistant along with the travel voucher. You will be paid from funds distributed to your department.

**SUBMIT
FORM**