

Application for Conference Travel Support

It is important for PhD students to have an opportunity to attend and present at national cancer biology-related meetings such as the American Association for Cancer Research, AACR, Gordon Conferences, etc. Therefore, the CBGP will accept applications for travel support from current students so they may travel to cancer biology-related meetings/conferences to present original research results. This benefit is available to each Cancer Biology student once per school year provided that funding is available.

To be considered for travel support, complete the following form and provide all necessary documentation. The amount of the travel award will match the amount paid by the mentor, up to \$500. A limited amount of travel support is available, and students may only receive this award one time per school year. The application form must be provided to the Program prior to attendance at the meeting or conference, and the following conditions must also be met:

1. The student must be a graduate student in the Cancer Biology Graduate Program.
2. The student must be first author of an accepted abstract to be presented at the conference. A copy of the abstract, scientific conference announcement, and submitted registration form will be provided with the application.
3. The work being presented at the conference must be part of the student's dissertation research project.
4. The student must fulfill requirements of the CBGP in order to be considered for travel support. Examples of these requirements include, but are not limited to, a minimum of a B average, attendance and participation at the Cancer Biology Research Symposium, participation in invited guest lecture events, third-year student assistant obligations (if applicable in year of application for support), etc. If the student receives support, and does not fulfill the requirements of the program during the same school year, he/she may be required to repay the travel award to the CBGP, or forfeit travel support in the following school year.
5. Approval for matching funds is at the discretion of the Director of the Cancer Biology Graduate Program.

Application for Conference Travel Support

Date received by CBGP: _____ Date of Conference: _____

Student Name: _____

Conference/Meeting Title, Location, & Dates:

Authorship (all) of submitted abstract (To qualify, above trainee must be first author):

Title of submitted abstract (note whether the presentation is a poster or oral presentation):

Attach copies – abstract, registration form, and conference announcement.

I am a student in the CBGP, and am presenting my original dissertation research:

Student Signature: _____ Date: _____

Signature of dissertation mentor supporting travel: _____ Date: _____

Mentor's WSU index (account number) to be credited: _____

CBGP Director Signature indicates Approval: _____ Date: _____

Reason for rejection (if not approved): _____

Reimbursement Instructions:

1. Complete and submit this form for approval before the event.
2. Travel must be completed before August 15 of the current academic year.
3. The administrator of your mentor's department completes your TAER, and travel must be debited to the mentor's WSU index (account). It is not necessary that the dissertation mentor's indirect cost account be used.
4. Provide a copy of the approved Travel Expense Authorization Report (TAER) when travel has been completed.
5. The amount of travel support will be half of the total cost, up to \$500. (For example: If the total amount of travel is \$1,250.00, the travel award will be \$500. If the total amount of travel is \$350, the travel award will be \$175.)