

UW School of Aquatic and Fishery Sciences – Student Services Forms

SAFS Undergraduate Travel Fund Application

ELIGIBILITY

- Matriculated student pursuing a B.S. in SAFS
- Presenting original first-authored research, oral or poster, at a professional conference
 - Research must be related to the field of aquatic and fishery sciences
- Travel must be within 2 - 6 months of application date and must take place while student is active at UW (ie. not on-leave or after graduation)

FUNDING

- Up to \$500 for conference travel expenses – students are encouraged to seek additional funding from other sources (ie. Undergraduate Research Program, College of Environment Student Travel Fund, faculty adviser)
- SAFS Student Travel Funds may be used for: Conference registration fees; Airfare; Ground transportation; Lodging
- SAFS Student Travel Funds may not be used for: Meals; Alcohol; Stipends/salary; Membership dues

HOW TO APPLY

To apply, submit completed application form to SAFS Student Services, safsadv@uw.edu. Electronic applications are preferred but paper will be accepted in FSH 116.

DEADLINE

Applications should be submitted at least two months ahead of departure date, when possible. Funding is for future travel – applications will not be accepted for travel that occurred prior to submission.

STUDENT INFORMATION

Date: _____ Name: _____ Student #: _____

E-mail: _____ Faculty Adviser: _____

Major: _____ Minor(s) and/or additional Major: _____

CONFERENCE INFORMATION

Conference Name: _____ Conference Dates: _____

Conference Location: _____ Travel Type: Domestic International

PRESENTATION INFORMATION

Title of Presentation: _____

Type of Presentation: Oral Poster Authorship: Solo or First-Author Co-Author (not First-Author)

FACULTY ADVISER SIGNATURE

I support this student's request.

Name: _____ Email: _____

Signature: _____ Date: _____

STUDENT SIGNATURE

I am a currently enrolled, matriculated UW student pursuing a B.S in Aquatic and Fishery Sciences. I will be a matriculated student during the quarter that the conference meets or in the quarter immediately prior (if the dates fall on a UW break or during summer). I declare that the information on this form is true, correct, and complete to the best of my knowledge and that, if awarded, I will comply with the terms and conditions of the award as detailed in this document.

Signature: _____ Date: _____

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BUDGET

Amount Requested: \$ _____ (amount will auto-fill with total in Column B below and may not exceed \$500)

Budget: Enter total cost of travel – include funding from other sources*. Total in Column B will be the amount considered for an award and should be \$500 or less.

Generally, funding will only be awarded for items 1 – 4 but special consideration may be available for additional items under unique and justifiable circumstances – please attach justification if requesting funding for additional items.

A. DESCRIPTION OF EXPENSE (conference registration fees, airfare, ground transportation, lodging ONLY)	B. REQUESTED FROM SAFS	C. OTHER FUNDING*	D. TOTAL COST (B + C)
1. Conference Registration Fees	\$	\$	\$
2. Airfare related to conference:	\$	\$	\$
3. Ground Transportation related to conference:	\$	\$	\$
4. Lodging/hotel related to conference:	\$	\$	\$
5. Other (specify):	\$	\$	\$
6. Other (specify):	\$	\$	\$
7. Other (specify):	\$	\$	\$
TOTALS:	\$	\$	\$

*This is the amount that will be funded by faculty grant or other sources, including your own money

THE FINE PRINT

- Students are limited to one award per fiscal year, at a maximum of \$500. The fiscal year begins on July 1 and ends on June 30.
- All travel awards will be made on a funds-available basis.
- Award may only be used in support of conference and travel detailed in the approved application.
- Award may only be used in support of future travel and may not be used for travel that occurs prior to application submission.
- Awards and disbursement will be made contingent upon the following:
 - Eligibility for award (as detailed on page 1)
 - Availability of funds
 - Satisfactory academic progress by the applicant (as outlined in departmental degree requirements)
 - Previous applications and award amounts

RECEIVING FUNDS

To receive funds, awardees must provide SAFS with the following:

- Completed SAFS Travel Worksheet
- Receipts for all expenses to be reimbursed*
- Copy of original award email
- Copy of invitation to present at the conference (if applicable)
- Conference program (including abstract) documenting presentation at the conference – may be turned in after reimbursement occurs.

*Students will only be reimbursed for expenses itemized in this scholarship application and supported by receipts, up to a maximum of \$500. SAFS is only able to reimburse expenses supported by receipts; thus, reimbursed amount may differ from awarded amount.

Ex 1: Applicant requests \$300 for airfare but airfare only costs applicant \$275 – SAFS will reimburse \$275, with receipt showing amount paid.

Ex 2: Applicant requests \$400 for airfare and ground transportation but air fare and ground transportation costs applicant \$450 – SAFS will review and, funds available, may be able to reimburse the higher amount, with receipts showing amounts paid.

Student Services Only Date Received: _____ Approval: _____ Amount awarded: _____