

EDP Student Travel Policy-FY 2020

(Fiscal Year: July 1, 2019-June 30, 2020)

EDP students can apply for a \$500 travel award to offset travel expenses to a research conference or professional meeting. Priority will be given to students presenting research at conferences and professional meetings. Travel funding may be awarded one time in a fiscal year per EDP student.

Application:

Requests for travel support should be sent electronically to the Business Officer and must include the following information:

1. Identifying information: name, degree program, and advisor.
2. Purpose of travel.
3. A travel budget with the specific dollar amount requested; this includes a total and a breakdown of expense items. The request should indicate all other sources of funds committed to this request and clearly identify how much is requested from each source.
4. For conference travel, include (a) complete name of conference, (b) an APA (or other appropriate format) format citation of the presentation, (c) location of the conference, (d) dates of the conference, and (e) documentation from the conference of acceptance of your paper.
5. A brief e-mail from your advisor or faculty supervisor of project you are presenting.

Application Deadline:

Travel funding requests must be received by the Business Officer, Suzanne.Greer@uky.edu by **April 15, 2019** for travel occurring between July 1, 2019 to November 30, 2019 and **November 1, 2019** for travel occurring between December 1, 2019 to June 30, 2020.

No funding will be awarded before July 1, 2019.

Things to Consider: First and foremost, we want the awarding process to be fair for students. The funds we have allocated for travel are for your professional growth and EDP faculty value the opportunities that attending conferences provides you as an emerging professional. We believe they are critical. Unfortunately, we have a finite amount of funding that we can provide and therefore, must carefully consider how we award such funds. As such, some factors to be considered for the awarding of funding include:

- Are you first-author on the project? First-authored projects will be given priority (i.e., more likely to receive funding).
- What if I am not an author on a project and just want to attend a conference? You are eligible to apply for funds, but this application will be given less priority.

Note: Students will be responsible for spending funds wisely for the conference.

Student Travel Policy effective July 1, 2019 - June 30, 2020, with research travel to be completed in the same time period. Funded amounts are not guaranteed after July 1, 2020.