

**Biology Graduate Student Association (BGSA)  
Graduate Research Allocations Committee (GRAC)  
Travel Award Application Rules and Guidelines**

The following are the rules and guidelines concerning GRAC Travel Award applications. Failure to follow any rules or guidelines may result in disqualification of the application without peer review, at the GRAC chairperson's discretion. A separate set of rules and guidelines for research awards is available on the website.

Funding will only be given to applicants presenting at a meeting. All funds must be applied to the meeting specified in the registration. GRAC applications are reviewed by the GRAC chairpeople and at least four reviewers from various sub-disciplines in biology. Please write your proposal to communicate with a broad biology audience. It is recommended that you review the scoring criteria at the end of this document before completing your application. For examples of previously funded proposals see the GRAC website:

<http://bgsa.unm.edu/Funding/graduate-research-allocations-committee.html>.

### **General Rules**

*GRAC funding caps:* Travel Awards are for the amount of \$150, the maximum amount that can be requested per semester. No partial awards will be given. There is no lifetime limit to the number of Travel Awards a student may receive.

*Funding period:* Funds may only be requested for travel to conferences occurring during the current funding period. The dates of travel and conference should be indicated in your application proposal and itemized.

Spring funding period: previous September - current August;

Fall funding period: previous May - current December.

*Anonymous application material:* Anonymous applications should contain no identifying information such as names, telephone numbers, email addresses, or lab affiliations. When necessary, substitute "APPLICANT" or "APPLICANT'S ADVISOR" in place of identifying names.

*Application deadline:* ALL requested materials must be received by the application deadline.

### **Application**

In order to submit a complete application, you must:

1. Complete the online GRAC Travel Application Form
2. Email one anonymous PDF to the GRAC chairpersons which includes:
  - a. Proposal body
  - b. Literature cited
  - c. Budget
3. Email a completed registration form or proof of conference *and* your submitted conference abstract. These items must be emailed separately from the anonymous PDF.

## **Section Guidelines**

### *Proposal Body*

The proposal body can be no longer than one page, double-spaced, with 1 inch margins, and with a font no smaller than 12 point Times New Roman. Figures and in text citations are included in the total length of the proposal body. In your proposal, briefly describe the research you will present and how it relates to your degree work. Address how attending this conference will help you reach your research/professional goals.

### *Literature Cited*

The literature cited section must use a consistent citation format from a prominent journal in your field. This section does not count toward your 1-page proposal limit.

### *Budget*

The budget must be no longer than one page. Expenditures should be itemized, and funding sources for each item should be clearly indicated. Specify for which items you are requesting GRAC funding. Include explicit information on funding you have requested elsewhere, including funding that has been received, applied for, or will be applied for in the current funding period. Write out the full name of the funding source and indicate if the award is pending or accepted. Rejected funding need not be included. GRAC Travel funds may be used for registration, lodging, and travel fees, but may not be used for food or audiovisual supplies.

### *Mileage Reimbursement*

Mileage costs should be based on mileage rates found in the University Policies and Procedures Manual (<http://ua.unm.edu/travel/mileage-rate-cr.html>).

### *Completed Registration Form*

A document with your name, the name of the conference, and some confirmation that you have registered is needed. You may black out personal information such as credit card numbers as long as your name and confirmation of your registration for the meeting remains clearly visible. If registration has not begun for the conference, please provide proof of the dates and location of the conference (ex: a screen shot of the registration webpage) and the estimated cost of registration.

### *Presentation Abstract*

A copy of the abstract submitted for your presentation at the meeting. Your name must be included as presenting author. If the meeting only requires a title, please indicate as much and include the title of your presentation.

**Review Criteria**

Travel applications will be reviewed using the following criteria:

**GRAC Chair Score Sheet (10 possible points)**

Online application submission form	Incomplete (reject)	Complete
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Application materials must be complete and formatted properly

- Proposal body
- Literature cited
- Budget
- Anonymous
- Copy of completed registration form (or proof of conference and cost)
- Presentation abstract

Application is complete and formatted properly	Incomplete (reject)	Complete
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Conference falls within allocation period	No (reject)	Yes
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Has the applicant applied to other funding sources (internal or external to UNM)? (if yes, 10 pts)

**Reviewer Score Sheet (20 possible points)**

Does the proposal include a clear and succinct description of the research being presented?  
(1-5 pts)

Does the applicant describe specific benefits they received/will receive from attending this conference? (1-5 pts)

Is the budget reasonable, clear, and appropriately detailed? (1-5 pts)

Grammar/spelling (1-5 pts)