

Name (Last, First)

## **BGSA Publication and Presentation Reimbursement Form**

The Biology Graduate Student Association has funds available to reimburse you for costs incurred for publications and presentations. To be considered for reimbursement, complete this form, attach all receipts and return to the BGSA publications representative by December 1 for the fall semester or May 1 for the spring semester. For more information, contact the BGSA publications representative. All awards are subject to availability of funds. Resubmission of rejected requests the following semester is permitted.

### **Qualifications:**

1. You must be now, or have been in the past, enrolled as a full or part-time graduate student in the UNM Biology Department
2. The submitted expenses must be incurred in the current academic year

### **Student Status (please check 1):**

- Currently enrolled UNM Biology Graduate Student for research done at UNM
- Previously enrolled UNM Biology Graduate Student for research done at UNM
- Currently enrolled UNM Biology Graduate Student for research done at another institution\*

### **Priority for Awards (please check 1):**

1. Publication costs
  - Page charges
  - Reprints
  - Illustration preparation
2. Presentation costs
  - Poster material or production

**Amount Requested:** \_\_\_\_\_.

### **Previous Funding:**

Amount of Publication/Presentation funding previously received: \_\_\_\_\_.

### **Statement/Signature:**

I, \_\_\_\_\_, promise to acknowledge the UNM Biology Department in my publication/presentation should I receive publication/presentation funding support. I will also submit an electronic and hard copy of my publication to the BGSA publication officer as soon as they are available.

**Signature:** \_\_\_\_\_.

**Required Information:**

1. Title of Journal/Publication:

2. Title of Article:

3. Home address (checks cannot be sent to a departmental address):

4. Phone Numbers

Home:

Work:

5. Social Security Number or LoboID if currently enrolled(Required to process check):

**6. Original copies of all receipts\*** (this includes receipts from the publisher and credit card receipts or cancelled checks) \*Keep copies of all receipt for your records!

YES  NO

7. Copy of the reprint order form if necessary

YES  NO  N/A

8. For requests for work done at another institution, please include documentation of any requests for publication/presentation funding from that institution (successful or failed). This can include copies of emails sent to former advisor/committee/department requesting funding.

**BGSA Use Only**

Priority      Funded