**APPLICATION FOR CVM-PDA TRAVEL AWARD**

**CHECKLIST:**

* + Completed application form
  + Abstract
  + If available, confirmation of acceptance and/or submission of abstract

**BIOGRAPHICAL INFORMATION**

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| E-mail address: |  |
| Department: |  |
| Mail Stop: |  |
| Major Advisor: |  |
| Office Phone: |  |

**MEETING/CONFERENCE INFORMATION (If known)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Meeting/Conference name: |  | | | | | |
| Dates: | From to | | | | | |
| Travel Dates: | From to | | | | | |
| Location  (within the US): |  | | | | | |
| Conference website: |  | | | | | |
| Title of your abstract: |  | | | | | |
| Presentation Format (platform or poster): |  |  | Is the abstract accepted (yes or no)? | |  | |
| Have you or will you apply for additional travel awards to attend this meeting? **(Applying for other travel awards outside the CVM will NOT affect your CVM-PDA travel award application** ) | | | | | |  |
| If yes, when will you be notified if you are a recipient? | | | |  | | |

**OTHER QUESTIONS**

|  |  |
| --- | --- |
| Have you ever received a CVM-PDA travel award? |  |
| If yes, when did you receive the award(s)? |  |
| Will you be a TAMU employee at the time of travel? |  |
| When did you begin this postdoc position or degree program? |  |
| What degree are you seeking? (if applicable) |  |
|  |  |
| Expected graduation semester and year: (if applicable) |  |
| Have you completed your preliminary examination? (for current PhD students) |  |

**Please use the spreadsheet below to estimate travel expenses**

|  |  |
| --- | --- |
| **I. EXPENSES** |  |
| **A. Transportation** |  |
| Air Travel: | **$** |
| Local Travel: | **$** |
| **B. Cost of registration, food, lodging** |  |
| Registration costs: | **$** |
| Room (Amounts more than the state rate may not be reimbursed) | **$** |
| **C. Other costs (please explain)** |  |
|  | **$** |
| ***Total expenses:*** | **$** |
| **II. LESS: CONTRIBUTIONS** |  |
| **D. Contribution from personal funds:** | **$** |
| **E. Contribution from other sources:** | **$** |
| ***Total contributions:*** | **$** |
| **III. AMOUNT REQUESTED**  **(*Total expenses-Total contributions=Amount requested*)** | **$** |
| ***Maximum request is US $750*** |  |
| (Approved award amount may differ) |  |

Any additional information you would like to provide the reviewers (optional):

**IMPORTANT**

Due to the nature of this award, priority shall be given to those students who regularly attend meetings of the CVM-PDA or who participate in PDA related events. There will be sign-in sheets to record the names of those who participated in the events including the meetings. Additional sign-up sheets will be kept during the meetings soliciting ideas for future meetings and your participation in future PDA activities like vendor shows, open house, and research symposium.

**Declaration Statement**

I \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_declare that as a member of the CVM-PDA,

Please type your name here to indicate your agreement to the declaration

If I receive this travel award I commit to attend at least 75% of the PDA meetings during the semester the travel award is granted and will participate in at least 1 PDA related event (e.g., set up or break down a vendor show, help at open house, etc.). I also commit to present a platform or poster presentation at the Annual CVM-Graduate Student and Postdoc Association Research Symposium. Failure to do so will mean exclusion from any other awards offered by the PDA.

**Using your CVM email account, please email this completed application form, your abstract, the confirmation of submission or acceptance of abstract, and all supporting documents as a single PDF file to** [[CVMPostDoc](mailto:CVMPostDoc@cvm.tamu.edu)@cvm.tamu.edu](mailto:jhilligas@cvm.tamu.edu) **by Friday October 26, 2018**.

**CVM-PDA Executive Committee Use Only**

Number of PDA Meetings attended:

Participates at PDA events YES NO

CVM Open House volunteer? YES NO

Vendor show volunteer? YES NO

Travel Grant Awarded? YES NO

Comments:

If yes, presentation scheduled at \_\_\_\_\_\_\_\_\_\_\_(year) Research Symposium?

Presented at Symposium? YES NO