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**VMBS Independent Travel Abroad Award**

**Application for Students**

*Please send completed application* ***in PDF form*** *to* [*jsuchodolski@cvm.tamu.edu*](mailto:jsuchodolski@cvm.tamu.edu).

**Purpose:** Veterinary Medicine & Biomedical Sciences and Texas A&M University are committed to helping students access career-enhancing **research, clinical/externship, study, or internship** opportunities in an international setting. To this end, students may apply for a stipend to help offset travel expenses. Awards are typically a maximum of $1000. Available funding is limited, so awards are decided through an application process.

🡪***Please see the end of this document for details in the Award Requirements and the Reimbursement Process.***

**Application Review:** The applications will be reviewed and final decisions made by the VMBS International Programs Advisory Committee (IPAC).

**Submission Deadline:** Applications must be submitted *before* travel. To give IPAC sufficient time to review applications, please submit your application **at least two months** prior to travel.

**Personal Information**

|  |  |
| --- | --- |
| *Your name (Last, First)* |  |
| *UIN* |  |
| *Classification (e.g., V2, G8, U3)* |  |
| *Contact phone* |  |
| *Contact email* |  |

**Trip Overview**

|  |  |
| --- | --- |
| *Destination(s)*  Include list of country: cities |  |
| *Organization working with* |  |
| *Anticipated travel dates* |  |
| *Emergency contact name/ relationship to you* |  |
| *Emergency contact phone/email* |  |

**Faculty Mentor**

As a prerequisite for this award, you must work with a TAMU VMBS faculty mentor to help you design your international experience. Contact VMBS International Programs if you need help identifying a faculty mentor.

|  |  |
| --- | --- |
| *Faculty Mentor Name* |  |
| *Faculty Mentor Signature* |  |

**With whom will you be working on this experience?**

(University, government agency, corporation, NGO, etc.)

|  |  |
| --- | --- |
| *Organization name* |  |
| *Telephone no. of organization* |  |
| *Address of organization* |  |
| *Name of in-country contact person* |  |
| *E-mail of in-country contact person* |  |
| *Telephone no. of in-country contact person* |  |

|  |
| --- |
| **Project Description:**  *Describe what you are planning to do during your experience abroad. For example, who will you be working with; what will you be doing; what are your goals for this experience?* (max.400 words)  (Enter response here.) |

|  |
| --- |
| **Justification for Travel Abroad:**  *Describe why this opportunity should be done internationally.* (max. 400 words)  (Enter response here.) |

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| --- |
| **Impact:**  *Describe the impact this opportunity will/could have on your future career and goals relating to veterinary medicine or biomedical science, or how it will support and further your research.* (max. 400 words)  (Enter response here.) |

**Estimated Expenses**

|  |  |
| --- | --- |
| *Airfare* |  |
| *(Enter: lodging cost per night x no. of nights, e.g., $75 x 23 nights)* | ( ) |
| *Total lodging* |  |
| *Food* |  |
| *Required insurance* |  |
| *Other (Itemized List)* |  |
| **Total Estimated Budget** |  |

|  |  |
| --- | --- |
| *What other sources of funding do you have available, such as grant funds, scholarships, stipends?* |  |

**Have you ever received funding from the IPAC in the past?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |
|  |  |  |  |
| *If yes, please list date of each IPAC award and location of experience.* | | | | | |  |

**Please read the following page, *Award Requirements* and the *Reimbursement Process,* before signing. Your signature indicates acceptance of both.**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Student Applicant Signature** |  | **Date** |

**Award Requirements**

* Student must be in good academic and disciplinary standing with the University and within their major; this will be verified.
* Graduate and professional students must register their travel in Concur before traveling.
* All stipend awardees must register with the Texas A&M Education Abroad office and purchased insurance through the Texas A&M coverage (currently CISI). Proof of these actions must be submitted to VMBS IP (ip-vmbs@tamu.edu) no later than **30 days before departure.**
* Use the following link to register with Education Abroad:

<https://tamuabroad.via-trm.com/program_brochure/13451> (Click “Apply.”)

* Prior to application for this stipend, applicants must meet with a TAMU VMBS faculty mentor to help them plan their international experience and goals. Contact VMBS International Programs if you are not sure who might be an appropriate faculty mentor.
* Awards are for travel for international internship, academic, or lab/research opportunities related to veterinary medicine and/or biomedical sciences.
* Conference travel is **NOT permitted** on this stipend**.**
* The awards are **NOT for faculty-led study abroad programs**.
* Following their return, students must submit a reflective trip report that will be shared with IPAC and potentially posted on the IPAC website, used in VMBS annual reports, or otherwise shared with the university community and the general public.
* The report should address what you did, what you learned, how you feel the experience has changed you, and reflections on how the experience might influence you and your goals as you go forward and develop yourself professionally, and other related reflections.
* Having previously received IPAC funding does NOT disqualify you from a future award.

**Reimbursement Process**

* The stipend is not a scholarship; it is a reimbursement. Thus, the money will not be given until after travel has been completed and boarding passes + travel receipts equaling or exceeding the award are submitted. Should the receipts be less than the award, the stipend will be for the amount for which valid receipts were submitted.
* Alcohol cannot be reimbursed, so please mark any such items on the receipts and delete the amount of any purchases of alcoholic beverages from the receipt total.
* Receipts, boarding passes, the reflective trip report, and other required documentation should be submitted **NO LATER THAN** **30 days after the return date on your airplane ticket**.
* The reimbursement paperwork is not complete until the reflective trip report has also been submitted.
* Submit all documentation to [ip-vmbs@tamu.edu](mailto:ip-vmbs@tamu.edu).
* Once these items have been received and approved, International Programs will request your reimbursement, which will then be posted to your student account.