Purpose: The Graduate Student Conference Education Fund (Travel Fund) is available to help defray the costs of degree-seeking students attending a regional, national, international, or virtual scientific meeting. The fund is intended to give students an opportunity to present their research before a scientific audience, obtain helpful feedback for future progress, and network with other scientists. The pool of money comes from yearly contributions from the Friends of MCW, the Graduate Student Association (GSA), and annual GSA fundraising. The Development Office assists the GSA with annual fundraising efforts and offers the Travel Fund as a targeted option in solicitation materials used for the Annual Faculty and Staff Fund Drive.

Governance: The Travel Fund procedures and student eligibility are determined by the GSA Representative Council (GRC) in consultation with departmental administrators, the Graduate School Business Manager, the Director of Enrollment, and other faculty advisors.

Award Amount: $800

Application Deadline: No more than 20 business days after receiving notice of abstract acceptance for the conference for which the student is seeking the Travel Fund. If notice of abstract acceptance is received less than 20 business days before the start of the conference, the application must be submitted no later than the day before the conference begins.

Calendar: The Travel Fund operates on a calendar year (January 1st December 31st). Any eligibility events completed after November 1st of the previous calendar year will satisfy the following   requirements. Therefore, eligibility year will refer to November 1st of the previous year to October 31st of the following year.

Application Requirements:
1. The student is the **first and presenting author** for a poster/talk at one of the following:
    a. An international meeting/conference.
    b. A national meeting/conference.
    c. A regional meeting/conference sponsored by a national society.
    d. A virtual meeting/conference.
2. The student submits proof of abstract acceptance for the conference they wish to attend.
3. The application is signed by the applicant, their mentor, and their program director.
4. The student has volunteered at an approved Travel Fund volunteer event during the eligibility year **prior to submitting the application**.
5. The student has given a GRC-approved Travel Fund Presentation during the eligibility year **prior to submitting the application**.
6. The student submits a signed Travel Fund Volunteer Service Form and Letter of Travel Fund Presentation Completion.

Travel Fund Volunteer Service Guidelines:
The Travel Award Committee holds the responsibility for conscientiously choosing and endorsing MCW volunteer opportunities that align with the objectives of the community service requirement (see point #2 below). The GRC and Travel Award Committee will compile a list of

The following guidelines outline the process for conducting these talks:

on the GSA website. It is the   responsibility to ensure all portions of the
application, including the faculty

cap must be refunded to the Travel Award Cost Center. Student noncompliance may result in fund reimbursement to the Travel Award Cost Center from the student.

c. Any student using funds without a completed application submission (Travel Fund application, first-author abstract, proof of abstract acceptance, volunteer service, and presentation) as well as their Department Administrator will be contacted by the Business Manager to submit any missing application elements. If the student fails to submit the necessary documents, the student and/or Department Administrator must refund the Travel Award Cost Center from alternative sources for the funds used.

d. For reimbursement of expenses (hotel, taxis, meals, etc.), students must submit proper documentation to their Department Administrator. If a hotel room is shared, separate bills should be obtained for each person. Shared transportation costs should be divided equally, and rentaqp/F14u7(s)-6(s)-6(houl)7(d be)7lltded