The GSBS currently offers a travel award for expenses to GSBS graduate students who are traveling to present papers at 1) scientific meetings, 2) for research related activities, or 3) for career training related activities. The Program Director and the Sr. Associate Dean of the GSBS at RWJMS must approve this form as well as required information listed below PRIOR to the travel. The guidelines for these awards are:

1. For scientific meetings: a formal abstract acknowledging Rutgers Graduate School of Biomedical Sciences at Robert Wood Johnson Medical School as a research site must be submitted with this form. The student must be first author on the abstract to be presented. The research must be part of the approved dissertation proposal or capstone project. In addition to the abstract, the name of the meeting, start and end dates and location must be submitted.

2. For research related activities such as spending a brief period in another lab to learn a new technique or a research internship, a description of the proposed activities including how the experience is critical to your education, start and end dates, location, and proof of acceptance by the host lab must be submitted.

3. For career related activities such as an internship to learn career skills, a description of the proposed activities including how the experience is critical to your career, start and end dates, location, and proof of acceptance by the host lab must be submitted.

**Doctoral candidates** who have successfully completed the propositional qualifying examinations are eligible for a total of two awards of $600 each for domestic travel or one award of $1,200 for international travel. For domestic awards only one award will be approved within any 12-month period.

**Masters of Science students** who are in good academic standing are eligible for one award of $600.

**If a student is requesting an advance:** The completed “Employee Travel Approval/Advance Report” (TA form) must be submitted to the GSBS at RWJMS prior to submission. The expenses will be directly charged to the GSBS at RWJMS index on the TA and appropriate approvals obtained. The GSBS at RWJMS will return the TA to the department to submit for processing and any costs over the maximum will be charged to the index provided by the department.

**If the student is requesting payment after the travel:** Within 30 days after the travel the completed travel expense form (TE) with original receipts attached must be submitted to the GSBS at RWJMS office. The expenses will be directly charged to the GSBS at RWJMS index on the TE and appropriate approvals obtained. The GSBS at RWJMS will return the TE to the department to provide the index number and approvals for the remainder of the expenses and to submit for processing.

**APPROVALS:**

I certify that ________________________ meets the student travel guidelines as stated above.

(Student’s Name)

Program Director Date

Senior Associate Dean Date

Please Return Form AND ATTACHMENTS To
Tina Cicolella (cicoleltm@gsbs.rutgers.edu)
Rutgers GSBS at RWJMS
Research Tower R-102
Piscataway NJ 08854

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