The Biomedical Graduate Studies program has funds available to support student travel to conferences, though this funding is limited, and there are no guarantees that all requests can be accommodated. There are several guidelines to keep in mind:

- We advise you to apply for funding before you finalize travel plans and tickets
- You must first try and secure funds from other sources
- BGS funds are primarily for students who are presenting, though occasionally exceptions are made
- Funds are provided as reimbursements, not in advance – it can take 4 weeks from the time receipts are submitted
- You must turn in original receipts to the BGS office or let us know if another office also providing reimbursement has the originals

YOUR SIGNATURE:---------------------------------------------------

YOUR NAME:

NAME, LOCATION AND DATE OF CONFERENCE:

BRIEF DESCRIPTION OF THE WORK YOU ARE PRESENTING:

ARE YOU PRESENTING: Talk Yes/No Poster Yes/No

(Please attach an abstract or, if you are not presenting, a letter describing the importance of attending).

ITEMIZED LIST OF EXPECTED COSTS: Please provide a detailed summation of all expected travel costs below:

Please petition your PI and Graduate Group, along with other possible sources, for funds before submitting a request to the BGS Office. Provide information below about how much each can contribute. **You must attach a copy of the document(s) verifying approval of funds and amount from each of the other sources:**

AMOUNT OF P.I. CONTRIBUTION:

AMOUNT OF GRADUATE GROUP CONTRIBUTION:

AMOUNT OF TRAINING GRANT CONTRIBUTION:
(for those supported by a training grant)

if applicable:

AMOUNT AVAILABLE FROM OTHER SOURCES SUCH AS INDIVIDUAL FELLOWSHIPS, OR OTHER:

To be completed by BGS Director:

AMOUNT OF FUNDS APPROVED: ____________________
1) **Create a detailed budget** with specific information about the conference and your travel and lodging expenses. You will want to use this budget to request funds from a variety of sources. **It’s best to investigate funding before you commit to going, because there is no guarantee that BGS or other funds will be available.**

2) BEFORE soliciting funds from the BGS program, contact your PI and your graduate group and request funds. If you are on a training grant, also contact the PI or BA and request training grant funds. If you have cost of education funds available from an individual fellowship, contact your BA and make arrangements to use those funds for travel. **You should request funds from the BGS program only after exhausting all other possible funding.**

3) Complete the attached form and return it to the BGS office.

4) Attach appropriate documentation. This includes:
   - **Abstract** if you are presenting, or **letter** describing the importance of the conference to you, if you are not presenting.
   - **Verification of amount of funds to be provided by other sources.** This could be a note from your PI, a letter from you or your Graduate Chair which he/she has initiated with a dollar amount, an email from the BA handling an individual fellowship, etc. You should have something in writing from each source with the amount to be provided. Likewise, if you have been told that no funds are available from a particular source, you should attach documentation of that, as well.

5) You will receive a copy of the form back once Dr. Michael Selzer has reviewed it and made a decision regarding funding. If your request for funding is approved, you must **turn in original receipts to the BGS office after you return from the trip.** It can take up to 4 weeks to be reimbursed.

If you have any questions about the request process, please contact Nam Narain at narain@mail.med