

Walter Isaac Memorial Graduate Student Travel Awards

Awards are for unusual travel circumstances, such as (but not limited to) travel: (A) to a convention to receive an award; (B) to a laboratory or conference to learn a technique; (C) to serve as an invited participant in a symposium or workshop. Awards are not intended for routine travel to a convention to make an oral presentation or to present a poster. Applicants are limited to graduate students who have completed the requirements for a master's degree.

There are two application cycles per year--one in the Spring Semester and one in the Fall Semester. Department-wide, up to two awards may be given per calendar year, but only one award can be made in the Spring Semester cycle. However, in any one calendar year, if no awards are given during the Spring Semester cycle, then up to two awards may be given during the Fall Semester cycle.

It is the intent of this award that it be distributed among students of the various doctoral programs. Therefore, if a student from a certain program is given the award during the Spring Semester cycle of one year, then preference will be given to a student of another program to receive the award during the Fall Semester cycle.

Application Procedure:

Applicant: Qualified applicants (see above) must address a one-page letter to the Department Head that states: (A) The purpose of the award; (B) the destination, including the name of the meeting, workshop, laboratory, etc.; and (C) the amount requested, not to exceed \$300. Include a signature line near the bottom to allow for the possible endorsement of your Doctoral Program Chair. Submit the letter to your Doctoral Program Chair by February 1 or October 1.

Program Chair: If there is more than one applicant in your Program, then the Program must decide which one will be that Program's nominee. The Program Chair must endorse the application of the nominee with his/her signature (and optional one paragraph letter), and then forward the application to the Chair of the Graduate Studies Committee (GSC) by March 1 or November 1.

Chair of the GSC: Appoint, by March 5 or November 5, a 3-person ad hoc committee to review the applications. An applicant's Major Professor is ineligible to serve on the committee.

Ad Hoc Review Committee: The Committee will select the awardee(s). Notification will be given to the Chair of the GSC by March 22 or November 22.

Chair of the GSC: He/she must forward all letters and recommendations from the Committee to the Department Head by April 1 or December 1.

Department Head: The Head will inform all applicants, on April 2 or December 2 (or as soon as possible thereafter), whether or not they received an award.

An award must be used not later than one year from the date of the deadline met by the applicant in submitting the letter.