IMS/SMAST Graduate Student Travel Grant Application Guidelines

The School for Marine Science and Technology (SMAST), Intercampus Marine Science Graduate Program (IMS), and the UMass Dartmouth Office of Graduate Studies provide funds to graduate students for travel to professional meetings and conferences to present invited papers or posters. The Student Travel Grant Programs provides awards that vary by amount based on the total cost of the travel and financial need to help students defray the cost of presenting their scholarly work. Cost sharing between the student’s supervisor, department, Dean, etc are highly encouraged. The grant may be used for travel, lodging, and related expenses in accordance with the UMass Dartmouth Travel Manual consistent with the University’s authorized online/live agent booking procedures and spending tolerances. Students are also encouraged to apply for student travel funding from external organizations.

Typical award amounts will be limited to the following:

- SMAST (Dean/Department 50/50% split): $500 for domestic travel and $1000 for international travel.
- IMS: up to $500 per fiscal year
- UMass Dartmouth Office of Graduate Studies: up to $500 per fiscal year

A. Scope of Guidelines

These Guidelines only apply to students.

B. Eligibility

- Applicants must be matriculated students in good academic standing in the IMS graduate program.
- Students applying for SMAST (Dean/Department) travel funding must have a supervisor whose primary or joint appointment resides in an SMAST department (DEOS and DFO). Students from all other departments are encouraged to request funding through their home department and college/school (CAS or COE).
- Doctoral students must be within seven years of their first term of enrollment in their graduate program. Master’s students must be within three years of their first term of enrollment in their graduate program. Eligibility may be extended if a student was off campus for approved fieldwork, or if there are extenuating academic circumstances.
- Applicants must be presenting a paper/poster at a scholarly or professional conference. Attendance only cannot be funded; presentations at graduate student conferences or invitational seminars at other institutions also cannot be funded.
- Applicants may apply while awaiting confirmation of acceptance from conference organizers; however, awards will not be honored if the presentation is not accepted.
- Eligible students may apply for multiple types of support (i.e., Graduate Studies, SMAST, IMS) for a single travel event or separately for multiple travel events, but may receive no more than one award of each type per travel grant year (this restriction does not apply to grant funding or supervisor indirect):
  - Travel grants through the Office of Graduate Studies have a maximum grant amount for meetings of $500 per fiscal year. There will be no limitation for the number of meetings you attend or if the meeting is international or domestic so long as the total amount awarded during the fiscal year (July 1 – June 30) does not exceed $500.
  - SMAST and IMS travel grants are restricted to two awards during a Master’s student’s academic career and three for Ph.D students. However, priority will go to students who have not previously received awards.
  - Students receiving IMS funds must be willing to present at the IMS annual faculty/student symposium.

C. Administrative Procedures

- Travel grants may be awarded throughout the year as per limits stated above.
- Students must submit completed applications to the dean no later than 30 days prior to the start of the travel.
- The amount requested from each funding source (grant, PI indirect, SMAST dean or department, IMS, Graduate Studies) should be included in the boxes above the approval/signature section on the application.
- The application should be first submitted to the student’s supervisor for her/his review and verification. Applications requesting departmental funds also require review and approval by the department chair.
Completed applications should then be forwarded to the Office of the Dean for final review and budget approval.

- If the student plans to additionally seek funding through the Office of Graduate Studies, applications should be submitted to the Office of the Dean no later than 65 days prior to travel date to allow enough time for processing before being sent to the Office of Graduate Studies. Required deadline to the Office of Graduate Studies is 60 days prior to the proposed travel, to provide adequate time for proper review and budget planning.

- Department chair, dean, and associate provost signatures indicate approval of the requested amount under their budgetary authority.

- The applicants will be notified in a timely manner of the decision of funding.

- If approved, the student will be responsible for working with their respective departmental administrative staff to enter a travel authorization prior to the travel.

- In order to track expenditures, it will be necessary to forward original travel receipts to the administrative staff for reimbursement authorization.