



## Directions for completing the application form:

### OBJECTIVE

Updated January 2003

To provide equal funding opportunities to as many WFSC graduate students as possible to present research or teach workshops at scientific meetings. The GPEF Committee will allocate travel money among four equal periods: (1) Sep 1- Nov 31, (2) Dec 1-Feb 28, (3) Mar 1-May 31, and (4) June 1-Aug 31. The number of applicants for a particular quarter will dictate the amount awarded to those individuals.

### PROCESS

Application deadlines for meetings inside and outside the Continental United States (CONUS):

Meeting location	Meeting starts			
	Sep 1 – Nov 31	Dec 1 - Feb 28	Mar 1 - May 31	June 1 - Aug 31
Inside CONUS	August 1	November 1	February 1	May 1
Outside CONUS	May 1 <b>OR</b> Aug 1	Aug 1 <b>OR</b> Nov 1	Nov 1 <b>OR</b> Feb 1	Feb 1 <b>OR</b> May 1

(For example, for a meeting in Wyoming beginning on July 5, 2003, you must apply May 1, 2003. However, for a meeting in France beginning July 5, 2003, you can apply either February 1 **OR** May 1, 2003. Essentially, we allow you to apply 1 quarter early to get lower airline ticket prices.)

### APPLICATION CRITERIA

- You must be a WFSC graduate student. For GENE and NUTR students, WFSC must be listed as your home department. Travel must begin before your graduation date.
- The amount you are eligible for a meeting or for the fiscal year will depend on the amount of funds allocated to GPEF each year. Contact a GPEF committee member to inquire about the maximum amount to be requested.
- You must be presenting a paper or poster (grant limited to one WFSC presenter for either) or teaching a workshop. All applicants must include the following with the completed form:
  - A copy of the **abstract/workshop description** exactly as it was/will be submitted to meeting coordinators
  - A copy of the completed meeting (**pre-)**registration form. If not present, include a contact name, phone number, and address for meeting coordinators. Include amounts and method of payment, but obscure any credit card numbers.
  - A current **curriculum vita** (if you submit 2 applications in the same quarter, 1 CV will cover both applications)  
Texas A&M employees must attach these additional items:
    - A completed Texas A&M (NOT TAES) **Travel and Leave Request Form** (available in department main offices) (Please write the title of your presentation, poster, or workshop on the form.)
    - If your meeting lies outside North America, an **itinerary of and justification for your travel**
- Poster presenters can print posters (3' X 5-6') on the plotter in Nagle's GIS Lab. A poster on matte paper will add \$15 to your request, while one on glossy paper will add \$30. Alternatively, you can request reimbursement of commercial poster-printing costs, but you must add the cost to your request, also.
- Slide presenters can receive reimbursement for slide film and development. Add the estimated cost to your request.
- GPEF Travel Grants will follow TAMU's travel reimbursement policy (e.g., meal and lodging per-diem ceilings).
- If you plant to fly to a meeting, Vicki Buckbee (210D Nagle, 979-845-3648, v-buckbee@tamu.edu) **MUST** purchase your airline ticket with the departmental charge card. **The department CANNOT reimburse you if you buy the ticket yourself.**
- Vicki will require original receipts for all claims (e.g., lodging, registration, commercial poster printing). If you want an advance of funds, contact Vicki immediately once you receive award notification.
- The committee will notify you of its decision no later than 2 weeks after the deadline. *You must submit receipts for reimbursement to Vicki within 10 working days of the end of the meeting.*
- Applications MUST be received by 5:00 PM on the deadline date to be considered. The committee will reject late or incomplete applications. Direct questions or comments to the current GPEF Committee Co-Chairs as listed on the GPEF website.*

I have read and understand the criteria for these funds, including the application deadline.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Date