



## Training Program in Cellular & Molecular Biology Travel Funds Instructions

### SUBMIT AN APPLICATION AS FAR AS POSSIBLE IN ADVANCE OF YOUR PROPOSED TRAVEL.

You may apply for up to \$300 **for each year that you are on the grant** (i.e. if you have a 3 year appointment, you may use up to \$900). You may use your allocation for more than one trip.

These funds are intended primarily for travel to conferences where an oral or poster presentation will be given.

The application consists of 2 parts:

- a) Travel Funds Application Form. Complete and return this to the MCB Program Secretary, Box 357275 or Fax to (206) 685-8174.
- b) Advisor's Statement in Support of Student's Travel Request. Please have your advisor complete and sign this form and return it with your application form.

**Once funds have been approved, discuss the details of your travel plans with the Program Secretary. REGISTRATION FEES** should be processed by the Program Secretary in advance of the trip, using the program Visa. You are responsible for your own lodging and meal arrangements, which are reimbursed following the trip when you present appropriate receipts (per diem rates apply). Exception: If lodging and/or food is **included** in a package price with the conference registration, it can be prepaid using the program Visa. Other travel instructions (air, misc. expenses, etc.) will be forwarded to you when all paperwork is submitted and approved.

If you have any questions regarding use of CMB Training Grant travel funds, please contact Diane Darling (MCB Program Secretary) at 543-0253 or [ddarling@u.washington.edu](mailto:ddarling@u.washington.edu). If the Program Secretary is not available, please contact Terry Duffey (MCB Manager) at 685-3156 or [tduffey@u.washington.edu](mailto:tduffey@u.washington.edu).



# TRAINING PROGRAM IN CELLULAR & MOLECULAR BIOLOGY

## Travel Funds Application Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Department/Advisor: \_\_\_\_\_ Mail Stop: \_\_\_\_\_

Student #: \_\_\_\_\_ Date Appointed to Training Program: \_\_\_\_\_

Meeting: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Meeting Location: \_\_\_\_\_ City, State \_\_\_\_\_ Dates: \_\_\_\_\_ Month/Days/Year

Travel Dates: Depart from Seattle: \_\_\_\_\_ Return to Seattle: \_\_\_\_\_

If travel dates differ from meeting dates, please explain:

Paper has been accepted  Paper is pending acceptance for presentation  No Paper

Is the paper to be presented a result of research done for your dissertation?  Yes  No

Has the research been published?  Yes  No Presented at another meeting?  Yes  No

**Total Amount Requested:** \$ \_\_\_\_\_

**For MCB Office Use:**

Estimated costs for use of these funds:

Conference Registration: \_\_\_\_\_

Airfare: \_\_\_\_\_

Food/Lodging: \_\_\_\_\_

Other: \_\_\_\_\_

**Total Estimated Costs:** \_\_\_\_\_

**Actual Funds Used:** \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Cc:



## TRAINING PROGRAM IN CELLULAR & MOLECULAR BIOLOGY

### Advisor's Statement in Support of Student's Travel Request

NOTE TO ADVISOR: Please forward this directly to the MCB Office via mail (Box 357275) or FAX (685-8174). The student will submit the Application for Travel Funds under separate cover. Applications for travel funds are not complete until both the student's application and the advisor's statement are received.

---

Student's Name

Statement of support for request of travel funds:

---

Advisor's Signature

---

Date