

HCNHS STUDENT TRAVEL/CONFERENCE GRANT APPLICATION

Name:	
Department/ Unit:	
Degree in Progress:	Anticipated Degree Completion Date:
Conference:	
Dates of Conference: <i>Note that conference cannot occur post-graduation</i>	
Reasons for Travel (check one): <input type="checkbox"/> Presentation of Research Results (either virtual or in person) Attach confirmation of acceptance and abstract/ or if conference has not announced acceptances yet, confirmation of your abstract submission <input type="checkbox"/> Conference with mentor, or to learn about research area, (either virtual or in person) Provide a descriptive paragraph about what you will do at the conference and why it is important for you to go. (see page 2)	
Total Estimated Expenses for the Conference: Attach evidence of anticipated expenses (e.g., a page indicating registration cost)	
Have you previously received a TCU Travel Grant this academic year? <input type="checkbox"/> yes <input type="checkbox"/> no	
Other sources of funding for this conference (show source and amount):	

ENDORSEMENTS

HCNHS Mentor Signature: _____ **Date** _____

HCNHS Unit Head/Chair Signature: _____ **Date** _____

Office Use: HCNHS Associate Dean

Action:

Amount:

Descriptive Paragraph: (If you are attending a conference with a mentor, to learn a new research technique, or to learn about research, please provide a descriptive paragraph about what you will be doing and how attending the conference will benefit you as a student. If attending a conference with a mentor, please provide their conference schedule and reasons why they find it necessary for you to attend.)

Participants should **submit proof of attendance, a short summary of conference activities** and what **was gained from the experience** when submitting their reimbursement form. *Failure to submit this form makes you ineligible to receive a Travel Grant in future years.*

Note that all student and faculty travel should be registered/ approved within your unit/ department.