

Revised April 7, 2006

## SCHOOL OF PHARMACY Guidelines for GPC Travel Awards

The Graduate Program Council (GPC) recognizes the value of having PhD students attend and present their research at scientific meetings and conferences. Therefore, the GPC has established travel awards in order to ensure that all students in the PhD program have an opportunity to participate in a minimum of one scientific conference during the course of their graduate student career.

### GOALS OF THE TRAVEL AWARDS

Travel awards help the School to achieve the strategic goal of gaining University and national recognition for excellence in graduate education, and for the excellence of our faculty and students. Specifically, travel awards provide financial support for students to participate in professional scientific meetings and conferences. Not only does this provide an important component of a student's professional development, but also provides visibility to the PhD program and to outstanding research undertaken in our School. Specific educational and professional goals benefiting the student include:

1. Experiencing scientific exchange among national and international peers
2. Establishing professional contacts
3. Increasing awareness of research activities within areas of interest
4. Broadening knowledge of research methods and approaches
5. Gaining visibility for research accomplishments

### ELIGIBILITY

Any student enrolled in the PhD program in Pharmaceutical Sciences is eligible to apply for a travel award from the Graduate Program Council to attend a scientific meeting or conference. The student must present original research at the meeting in order to be considered for an award.

### MAXIMUM AMOUNT PER AWARD AND NUMBER OF AWARDS PER YEAR

The maximum dollar amount that may be requested is \$1000 per award. No maximum number of awards per year has been set. The number of awards approved in a given year will be determined by the Graduate Program Council based on the availability of funds, the number of requests received, and the average dollar amount of each request.

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## APPLICATION PROCESS

Applications must be submitted in writing to the Graduate Program Council using the on-line application form, available at the School of Pharmacy's PhD program web site [www.pharmacy.pitt.edu/phdprogram](http://www.pharmacy.pitt.edu/phdprogram) (Current Students/Awards and Funding Opportunities). Depending on the date of receipt, it may take up to one month to process a travel application.

## REVIEW OF APPLICATIONS

Applications for travel awards will be reviewed by a committee composed of graduate faculty and evaluated according to criteria set forth by the Graduate Program Council. Applications will be reviewed on a rolling basis. Factors that will determine consideration include:

- Presentation of original research
- Previous GPC travel award
- Application for other funds to attend meeting
- Number of years in the PhD program
- Amount of funds requested
- Likely impact of attendance on the student's professional development and program visibility

## APPROVAL AND NOTIFICATION OF AWARD

The responsibility for approving requests for travel awards resides with the Graduate Program Council. Requests will be considered at the next regular meeting of the GPC, and decided based on a recommendation from the review committee and on the availability of funds. Students who will present original research, who have not previously received a GPC travel award, and who attempt to obtain travel support from other sources, will receive priority when assigning awards. Students and their advisors will be notified of the decision by email, followed by an award letter indicating the conditions of the award.

## DISBURSEMENT OF FUNDS

Upon receiving an award, students may obtain reimbursement for approved expenses up to the amount of the award. Students must provide receipts for all expenses for which reimbursement is requested. Receipts should be delivered to the Graduate Program Liaison. Any funds that are received from other sources (e.g., GPSA) in support of the same travel must be used to offset the GPC travel award and/or turned over to the Graduate Program Liaison.