

## **Biology graduate student departmental research and travel support**

The department has committed resources so that each student can receive \$800 to support them while they complete their graduate studies. The amount is available for research or travel. The student can also split the award between research and travel in a way that best supports their needs. We encourage students to reserve some support for travel, so they can present their work at a meeting before they graduate. Students are responsible for their awards (i.e., the funds are not released to an advisor), which allows students to practice managing research funds.

Whether the thesis proposal has been accepted or not, an accurate, detailed budget and justification is required for funding. Students should work with their advisors to develop these components, which are essential to any grant writing efforts.

### Procedure for requesting funds

*Students that have their proposal accepted by their committee and on file with the department manager*

- Fill out the form below and email it to the chair of the graduate program. Your thesis advisor's signature (actual or electronic) is required. The chair of the graduate program will review the request and forward it to the department manager following approval. The department manager will send you instructions about receiving the funds.
- If this request is for meeting travel and you are presenting research results, please attach a copy of your accepted abstract at the end of this document.
- For travel, whether for conferences or research, you will also need to start a travel account and initiate a travel authorization (TA) form. This process takes time (up to a couple of weeks). Please start early so it's not a panic.
  - All teaching assistants and research assistants are considered WWU employees and must set up a Traveler Profile form in WWU's travel software, called Concur:

[https://esign.wvu.edu/forms/Business%20Services/traveler\\_profile\\_travel\\_acknowledge\\_5.aspx](https://esign.wvu.edu/forms/Business%20Services/traveler_profile_travel_acknowledge_5.aspx)

- Once your traveler profile is set up, and BEFORE YOUR TRIP, you will need to complete a Travel Authorization (TA) form, with the details of your trip (location, dates, budget, etc.). The Department Manager can help with this if you have questions (please contact Juliet Barnes [hadleyj@wvu.edu](mailto:hadleyj@wvu.edu)).

<https://business-services.wvu.edu/travel-services/travel-authorization>

*Students requesting funds before their proposal is accepted by their committee*

- Follow the directions above, and attach an additional 2-page research or travel proposal, outlining the project scope and goals, and making clear why the funds are required. The student will need to make a strong argument for why they need the funding prior to approval of their proposal. You must include the signatures of all committee members to demonstrate their support of the request. The Graduate Committee will review the request and determine whether to award the money before the thesis proposal is accepted.

## Graduate Student Research & Travel Request Form

\*items are required

\*Name:

\*Date:

\*Advisor:

\*Advisor has reviewed and approves of the budget (signature required):

\*Amount requested:

\*Thesis proposal accepted by thesis committee: \_\_\_\_ Yes \_\_\_\_ No

*If your proposal is not yet accepted, then you must include a two-page proposal explaining your research and why you need these funds early. Please have your committee members sign the proposal to indicate their support for your request.*

### \*Reason for funding

Research supplies \_\_\_\_ Research travel \_\_\_\_

(Please provide a detailed research budget and justification, below)

Conference/workshop travel \_\_\_\_

\*Name of meeting or workshop:

\*Location:

\*Dates:

\*Are you presenting research results (e.g., poster or talk)? \_\_\_\_ Yes \_\_\_\_ No

\*If yes, session, date & time:

\*If yes, please attach your accepted abstract below the budget and justification.

**Budget (required)**

*Add more lines if necessary.*

Item	Cost per item	Quantity	Total Cost
Any items for which sales tax is already included in the price listed.	a.	Subtotal: taxed items	
Any items for which sales tax is not included in the price. Note: This is usually for supplies shipped from out of state, when taxes aren't included in quoted prices. You do not need to add tax to per diem, mileage rates, airline tickets, hotels, etc., as taxes are already included in those.	b.	Subtotal: untaxed items	
8.8% of item costs (if not included in estimates) covers WA State (6.5%) and Bellingham sales tax (2.3%)	c.	WA State Sales Tax (supplies)	
	d.	Total (sum a + b + c)	

## **Budget justification (required)**

*Instructions (you can delete these instructions after ensuring that all components are completed): For each item in the budget, please detail how you arrived at the figure shown [e.g., estimated number of trips x # of miles per trip x appropriate mileage rate, with a statement of how that mileage rate was determined; or # of items to purchase x cost per item and source of purchase; or number of nights of lodging x cost per night (or per diem rate); etc.]. That is, the proposal reviewer should be able to easily discern how you arrived at the projected expenses that you specify.*

*If for research supplies, please also briefly state how the items fit into your research needs.*

*For any costs above \$800, please specify your sources of funding for meeting these costs. It helps proposal reviewers to see that you have the full costs of your project/travel covered.*

*For meeting costs, please include costs and sources of funding for all of the following:*

*Registration: will reimburse up to the early-bird rate*

*Travel: airfare (if relevant), ground transportation (both ends, if flying; distance, method of travel, estimated costs, if otherwise)*

*Food: specify per diem<sup>1</sup> or receipts – see notes below<sup>2</sup>.*

*Lodging – see per diem rates<sup>1</sup>.*

*Poster printing (if relevant)*

<sup>1</sup> *If specifying per diem for food and lodging, or mileage reimbursement, please reference state-approved rates, here:*

<https://ofm.wa.gov/accounting/administrative-accounting-resources/travel/diem-rate-tables>

*Note that destinations outside of Washington State are covered at links at the bottom of this in-state per diem page, with different links for lower 48 states; Alaska, Hawai'i, and US territories; and international travel.*

<sup>2</sup> *Per diem rates are the maximum allowable food or lodging reimbursement. These costs can add up quickly, and you may be able to cut your budget by eating or lodging less expensively. You could either: 1) get reimbursed for actual expenses by using your receipts, but this can be pesky if splitting meals with others, you lose receipts, etc.; or 2) specify a per diem rate less than the maximum. If doing the latter, please still note that you're doing so and what the per diem rate is for your destination. Also, please note that lodging receipts are always required.*

*Additional Info on travel: <http://www.wvu.edu/bservices/travel/index.shtml>*