

**Department of Geosciences**

**Department of Geosciences Student Research/Travel Fund Proposal**

The following form provides a guide for completing a proposal for funds to assist in research and/or travel. Only current graduate students in the Department of Geosciences are eligible. Students must submit this form to their respective Team Leaders at least one month prior to travel dates, who will then make a recommendation to the Department Head. Limit one award (travel or research) per student per academic year. Limit $500 for MS and $750 for Ph.D.

Within one month of completion of the expenditures, a short (1-2 page) summary of how the funds were used and their impact on the project must be provided to the Department Head. Failure to provide such a document will prohibit any future proposals from being considered.

**General Information (please fill in the fields with the appropriate information and check the appropriate boxes below)**

Major advisor: Click here to enter text.

Anticipated start date for expenditures: Click here to enter text.

Anticipated end date for expenditures: Click here to enter text.

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| --- | --- | --- |
| Type of Proposal  Research  Travel | Graduate level  Masters  Ph.D. | Geoscience Concentration  Meteorology/Climatology  Geology  Geospatial  Geography |

**Program Progress (please check the appropriate boxes below)**

|  |  |
| --- | --- |
| Committee Structure  Committee request form submitted  Committee identified; request form not submitted  No committee formalized | Thesis/Dissertation Proposal  Successfully defended  Approved by advisor but not yet defended  Initial draft submitted to advisor  Working on first draft  No proposal |
| Program of Study  Form submitted; >50% courses completed  Form submitted; <= 50% courses completed  Form not submitted or no courses completed | Comprehensive Exams (Ph.D. only)  Completed, passed  Formally scheduled  Not scheduled |

**Project Description**

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| Provide an overview of the project where the research/travel funds will be utilized. Be sure to concisely summarize the project and its primary objectives, and describe the contributions of the research to the relevant discipline. [500 word limit] |

**Budget and Budget Justification**

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| Provide a detailed budget justification describing how the proposed funds will be used and why the expenditures are required to complete the research. [250 word limit, not including table]  Using the table below, provide a budget with the proposed expenditure items and amounts (add rows as needed). Also, provide documentation of expenses (quotes from Travelleaders, Expedia, Amazon.com, etc.). See notes about travel reimbursement. |

|  |  |
| --- | --- |
| Item | Amount |
| Expenditure 1 | $0.00 |
| Expenditure 2 | $0.00 |
| Expenditure 3 | $0.00 |
| Matching funds (if applicable) | $0.00 |
| **Total** | **$0.00** |