IACS TRAVEL AWARDS

The IACS travel award is granted to graduate students and postdocs who are working with faculty or affiliates of the institute. (Travel awards may be granted for undergraduates but will be considered on a case-by-case basis.) All travel awards are subject to an application process and a student may receive only one travel award per year; only full-time, fully supported students are eligible; and the award is subject to the availability of funds.

The IACS Travel Award reimburses travel costs associated with <u>international</u> scientific or professional conferences or meetings, up to a maximum of $2,000. Funds must be used for travel expenses that cannot be supported by departmental resources, the PI's budget, or other sources of support, and the student's PI must verify by signature that the PI and the department are unable to provide funding for the travel requested. (Travel costs associated with domestic scientific or professional conferences or meetings will be considered if the PI can attest that he/she has no budget for any travel whatsoever.) Grants are awarded based on the availability of funds and the significance of the conference to the student's career.

Granting of the award requires that the student present at the event his/her research results that were obtained during his/her study while at SBU. Funds are awarded by committee based on the application and budget submitted. Travel funds will be administered by the IACS, and students MUST apply at least one full month before travel takes place. The Travel Award cannot be granted for travel that has already been completed.

The application submission consists of the application form and a 1-page statement describing the importance of the proposed travel and an expense budget. The budget should include the total costs of the conference or meeting, hotel, and transportation together with supporting documentation, including notification of acceptance of a poster. Meals are not considered reimbursable expenses and are not covered through this award. The award cannot accommodate budget overages so it behooves the applicant to make travel reservations prior to submitting his/her documentation.

The completed application form with statement, budget and proof of poster acceptance should be emailed in pdf form to Lynn.Allopenna@stonybrook.edu in the Institute for Advanced Computational Science. The IACS will inform applicants whether or not their request has been granted within two weeks of receiving the application.

Award Payment Procedure
Recipients will be expected to comply with all applicable University policies involving the use of their IACS Travel Award funds. Funds may be used only for the specific conference or meeting approved and cannot be transferred for use. Purchases made that are not allowable under the terms of the travel award will not be reimbursed. Receipts for expenditures must be original, itemized and sent to Lynn.Allopenna@stonybrook.edu. Reimbursements can take up to 4 weeks, and checks are mailed to the traveler's address of record. No travel advances are issued.

IACS TRAVEL AWARD APPLICATION

NAME: _____ TITLE: _____

EMAIL: _____ PH: _____

DEPT: _____ PI: _____

CONFERENCE NAME: _____

CONFERENCE DATE: _____ LOCATION: _____

TITLE OF PRESENTATION: _____

_____

PI ATTESTATIONS
The funds to reimburse travel costs to attend this conference/meeting cannot be provided by the department or extramural funds. (PI must sign)

_____

PI SIGNATURE   DATE:

********************FOR IACS USE ONLY ***********************

AMT REQUESTED   AMT AWARDED