

IACS TRAVEL AWARD

The IACS Travel Award is granted to doctoral students and postdocs who are working with faculty or affiliates of the Institute. IACS Travel Awards may be granted for other graduate students and undergraduates, but will be considered on a case-by-case basis. All IACS 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 international 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/Advisor's budget, or other sources of support. The student's PI/Advisor must verify by signature that the PI/Advisor 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/Advisor can attest that they have no budget for any travel whatsoever. IACS Travel Award applications are assessed on the significance of the conference to the student's career. Awards are subject to the availability of funds.

To be eligible for the IACS Travel Award, the recipient must present their research results, obtained during their study while at SBU, at the funded travel event. Awardees are selected by the IACS Leadership, with consultation by faculty if needed, based on the full application, including the submitted budget. The IACS Travel Award will be administered by the IACS, and students ***MUST apply at least one full month before*** travel is to take place. The IACS Travel Award cannot be granted for travel that has already been completed.

The application submission consists of:

- √ the completed application form (below), signed by the PI/Advisor
- √ a 1-page statement describing the importance of the proposed travel and
- √ the expense budget, including
 - total costs of the conference or meeting, hotel, and transportation together with supporting documentation
 - invitation to present and/or 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, therefore applicants should make travel reservations well ahead of the event.



The complete application submission, detailed above, should be emailed in PDF form to IACS@stonybrook.edu IACS will inform applicants whether or not their request has been granted within two weeks of receiving the application.

Award Payment/Reimbursement 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 other uses. 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 IACS@stonybrook.edu. Reimbursements can take up to 6 weeks, and checks are mailed to the traveler’s address of record. IACS can pre-pay some expenses, but we do not issue travel advances.

IACS TRAVEL AWARD APPLICATION Form

NAME: _____ TITLE: _____
EMAIL: _____ PHONE: _____
DEPT: _____ PI/Advisor: _____
CONFERENCE NAME: _____
CONFERENCE DATES: _____ LOCATION: _____
TITLE OF PRESENTATION: _____

PI/Advisor ATTESTATION

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

PI/Advisor SIGNATURE: _____ DATE: _____

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

AMT REQUESTED

AMT AWARDED

