

Interdepartmental Graduate Programs (MCB, NSB, OEB, PB)

Student Travel Award Policy

Revised MARCH 2024

Purpose: The purpose of the IDGP Student Travel Awards Program is to encourage students to attend these events by providing funds to supplement travel costs. There is no better way to learn about a discipline and to begin building professional networks than to attend professional Conferences and Workshops.

Eligibility: All PhD students in the MCB, NSB, OEB and PB programs, who are in good academic standing, are eligible to receive supplemental funds to attend Conferences and Workshops once each fiscal year, up to a lifetime limit of \$2,500, dependent on budget availability. Starting in their 3rd year, students must present their research in order to receive travel funds for a conference or workshop.

The travel funds are:

\$450 before completing the qualifying exam / Prospectus

\$800 after completing the qualifying exam / Prospectus

Travel Registration

Pre-travel approval is required for all UMass students travel via the existing **Terra Dotta** system:

<https://travelregistry.umasscs.net/>

https://www.umass.edu/controller/sites/default/files/Travel_Registry_How_To_Register_Your_Own_Travel_Job_Aid.pdf

Important: the pre-travel approval must be requested from your Home Department's Chair or Business Manager.

Note as of March 2024: Terra Dotta will remain available until all UMASS employees and students are migrated to Concur.

Once the pre-travel authorization ID (Terra Dotta number) has been obtained, send your request to the IDGP Office using this form <https://tinyurl.com/mryb3kyb> with the following information:

Student Name and UMass Employee ID:

Student's Advisor Full Name:

Student's Home Department Name:

Student's Home Department Business Manager email address:

Have you completed your Prospectus? YES/NO

Year of study in the graduate program:

Travel Registration / pre-authorization ID (Terra Dotta number):

Name of Conference:

Location of Conference:

Dates of Conference:

Title of Scientific Presentation:

Travel Award Disbursement

Students may receive travel awards as an account transfer, either to the Faculty Advisor or to their Home Department. Students should work with their Advisor and Home department for scheduling, payment and/or reimbursement of travel, registration, and lodging.