

**BIOLOGICAL DATA SCIENCE
GRADUATE STUDENT RESEARCH & TRAVEL EXPENSE REQUEST FORM**

Student Name: _____ Date: _____

Supervisory Committee Chair: _____

Use this form to request funds for research or professional travel. Students have a total of \$1,000 to spend on expenses related to their project.

Amount of funding request (up to \$1,000): _____

Select the categories that align with your request:

- ☐ Purchase of supplies
 - ☐ Equipment or facilities rental costs
 - ☐ Preparation of audio-visual or professional presentation materials
 - ☐ Information database search and retrieval costs
 - ☐ Preparation and distribution of survey materials
 - ☐ Travel to conduct research or present at a scientific conference.
- For travel, I understand that I must request additional funding from the Graduate and Professional Student Association (GPSA) and Graduate Education Airfare funding program. Award of BDS funds do not depend on whether you receive funds from these two sources, but the total award cannot exceed the total cost of the trip. **Yes, I agree:** _____
- ☐ Other – please describe: _____

Briefly describe how the funds will benefit your graduate research. The narrative should clearly explain the scope of the project and the student's timeline for completion of this project.

For *research* requests, complete a unique MNS Purchase/Reimbursement request form for **each vendor**.

For *work-related travel*, please complete this form and route for signatures. Create a travel authorization request in Concur, and attach this fully executed form and conference website with all conference details as backup.

Student Signature _____

Committee Chair Signature _____ Date: _____

BDS Program Director Signature _____ Date: _____
Dr. Jennifer Broatch