

**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 \$645 to spend on expenses related to their project.

Amount of funding request (up to \$645): _____

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 be used.

For *research* requests, identify supplies or equipment that need to be purchased or rented, or a cost associated with a professional service. For *work-related travel*, provide information on the research site, research meeting location, or the conference that you will be attending, conference dates, location, and your role at the conference (e.g., presenter, attendee – no presentation).

On a separate page, please write a brief narrative that describes your project and provide an itemized list of the proposed expenditures with a website URL for ordering supplies. The narrative should clearly explain the project's scope and the student's timeline for completion of this project.

Student Signature _____

Committee Chair Signature _____ Date: _____

BDS Program Director Signature _____ Date: _____

Dr. Karen Watanabe