

SBHS Student Travel Award Application

Travel awards up to \$750 are available for MPH and Ph.D. students from the Department of Social and Behavioral Sciences, as well as School of Public Health undergraduate students who can document working closely with a departmental faculty member. Students meeting the following criteria will typically be eligible for one travel award per year.

1. Students in the SBHS Department. Preference will be given to PhD students.
2. Presenting a research abstract (first author) or giving a presentation at the scientific meeting.
3. Able to demonstrate active School of Public Health service.

Please complete this application and submit it to the department's administrative assistant along with requested supplemental materials. They will process your application and assist with arrangements and expenses.

Name:	Student ID:
Program/Major:	Degree: PhD MPH UG
Expected Graduation Date:	Email:
Name of Conference:	
Date(s):	Location:
Title and Authors of Presentation:	
Demonstrate your active SPH service:	
Please list name and date of other funding sources for student travel that you have applied to:	
1.	
2.	
3.	
Total estimated expenses for travel: \$ _____ (transportation, lodging, meals, registration, etc.) Guidance for estimating travel expenses: https://procurement.wvu.edu/employees/traveling Total funding requested (not covered by other funding, maximum of \$750): \$ _____	

Please attach

1. Completed travel authorization form
2. Notification of abstract acceptance or presentation invitation

Internal Use Only	
Signature of Advisor: _____ Date: _____	
I have verified that the student is currently enrolled in the degree program identified on this application and will be presenting at the conference listed.	
Signature of Chair or Designee: _____ Date: _____	
I have reviewed this request and recommend funding. The proposed expenses are reasonable and appropriate, and support of this request is important to the student's professional training and development.	