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**College of Graduate and Professional Studies**

**Graduate Programs in Public Health**

**STUDENT/FACULTY REQUEST FOR TRAVEL FUNDS**

Name of Student/Faculty:

Name of Conference & Dates:

Destination Address – Street, City, State, Country:

Dates of Travel (Departure and Return):

Estimated Expenses (Please a*ttach information supporting amounts*):

Registration Fees $

Transportation $

Lodging $

Other, specify $

**TOTAL** **$**

Amount Funded From Other Sources $ **Amount Requested $**

In a **separate document**, provide responses for the following:

1. Provide a brief description of the conference, and describe how it relates to your professional experience and goals.
2. What do you hope to learn from participating in this conference?
3. How do you plan to use the experience and knowledge gained from this conference to enhance research and scholarship at UNE?

I confirm that I am in good academic standing. I understand funding is limited and not guaranteed. I understand that in order to be reimbursed I must submit original receipts ***within 30 days*** of the date of travel.

Name of Student/Faculty (Print) Signature of Student/Faculty

Date of Request (MM/DD/YYYY) Name of Approver (Print)

Approved

For the amount of

Not Approved

Signature of Program Manager, GPPH Date

Submit completed form and narrative as **a single** **PDF** **document** to Dr. Carol Ewan Whyte, GPPH’s Research and Service Coordinator, at [cewanwhyte@une.edu](mailto:cewanwhyte@une.edu).

**GPPH Student/Faculty Travel Request - Review Scoring Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Exemplary**  **(5 points)** | **Adequate**  **(3 points)** | **Needs Improvement**  **(1 point)** | **Missing1**  **(0 points)** |
| **Financial Need** | Clearly shows need for funds and includes all required supporting documents. | Shows need for funds with adequate explanation and supporting documentation. | Explanation lacks some supporting documentation. | Explanation is not clear or there is no supporting document to warrant application being funded. |
| **Professional Development** | Response is well written and shows how travel will help professional development. | Response lacks very few important details. | Response poorly written. Learning objectives not clear. | Question not addressed. |
| **Dissemination Plan2** | Provides detailed/specific plan to disseminate information learned. | Plan is adequate but could be more detailed and specific. | Plan lacks important details and is not well written. | No dissemination plan submitted with application. |

**1** A zero score on any criterion will result in the request not being approved.

**2** A detailed Dissemination Plan is required. Plan must include how knowledge gained will be shared with peers, UNE faculty and the wider scientific community.

Application must obtain a minimum score of **11/15** to be considered for funding.