



University of New Hampshire

School of Marine Science and Ocean Engineering

SMSOE Travel and Education Support Program Guidelines for Submission

(Revised 02-2016)

What Do We Support?

Travel

This program is intended to provide partial travel support to *present* the results of marine science and ocean engineering research at regional, national and international meetings. Support is available to all SMSOE faculty, graduate students, and staff, with a strong preference given to graduate students.

Education

Requests for Education Support (short course, workshop, etc.) are treated similarly to travel requests. Support is available as outlined under “How much support is available?”

How Much Support is Available?

The maximum travel support provided is half of the cost of travel (air fare, ground transportation) and the registration fee for one meeting per person per year, not to exceed \$600. The program does not support living expenses (hotel, meals) associated with travel. Overall program support is limited to \$10,000 per year, thus funds may not be available to fulfill all requests.

How Do I Apply?

- Applicants must complete the attached application and submit with an abstract of presentation and travel itinerary.
- Graduate students must also submit a letter of recommendation from their advisor or sponsor.
- Request for education support should include registration information, a brief description of the workshop and reason for attending.
- Support for assistance can be requested anytime during the year.
- Requests must be made one month before traveling.
- Requests for assistance will not be accepted after the travel is complete.

Are There Any Limitations to a Request?

- Because funding is limited, the program will consider *no more than one travel or education request per individual in any 12-month period*. Co-funding from other sources is expected.
- Due to the level of competition for travel/education funds, we are unable to support travel to meetings by individuals who are not presenting papers/papers.
- Funds not expended by 30 days following the event will be returned to the program for future funding competitions.

Reporting Requirements

Recipients are expected to submit a brief (~1 page) report of the seminar/conference and their experiences.



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School of Marine Science and Ocean Engineering

Travel/Educational Support Request Form

Applicant Information

Name Date:

Address Email

City State Zip Code Phone Number

College Department

Have you received travel assistance from the Marine Program in the past 12 months?

Student Applicants

Area of Study Graduation Year

Advisor's Name Advisor's Email

Travel Information

Conference/Workshop/Course Name

Location Date(s)

Purpose for attending

Travel Budget

Air Fare	
Ground Transportation	
Conference Registration Fee	
Other costs (combined lodging, meals, etc.)	
Total Expenses	

Amount requested from Marine Program:

Matching Funds - Please indicate other funding sources, including yourself (Advisor, Department, College, etc.)

Source	Amount Funded
Total Other Funding:	

Submit completed application package to:

SMSOE
 Travel/Educational Support
 8 College Road
 Morse Hall, Suite 113
 Durham, NH 03824
 or
 sally.nelson@unh.edu

Completed packages will include:

- Completed Application
- Abstract
- Itinerary (Including air fare receipt if applicable)
- Conference Registration Receipt
- Letter of Recommendation (Students only)