



Sydney and J.L. Huffines Institute for Sports Medicine & Human Performance

2024-25

Graduate Student Travel Award: *Research Presentation*

The Huffines Institute Graduate Student Travel Award provides financial support for graduate student travel to present the results of scientific research at national or international professional meetings related to the mission of the Huffines Institute. This funding is meant to be a supplement, not the primary source of travel funding for the student researcher. Thus, Investigators are encouraged to develop independent student researcher funds for their lab staff.

Eligibility

To be eligible, a graduate student must:

- Be Enrolled as a full-time graduate student during the requested funding period.
- Be a Huffines Student Affiliate member working under the direct supervision of a Huffines Faculty Affiliate member. A list of eligible faculty affiliates can be found on the Huffines Institute website.
- Be in good academic standing with a university within the Texas A&M System.
- Research not submitted or accepted for presentation will result in withdrawal of the award.

Limitations

- Students under the direct supervision of the Huffines Director or Associate Director are not eligible.
- Applicants may not receive more than one Huffines Travel Grant in a fiscal year, Sept 1-Aug 31. Funds must be spent in the fiscal year in which they were awarded.
- Funding is limited to costs associated with travel to present scientific research at national or international professional meetings. The research must contribute to the mission of the Huffines Institute. The travel award is for the proposed meeting site only.
- The applicant must know and comply with all Texas A&M University System policies and procedures governing official travel.
- The presentation should clearly indicate that Sydney and J.L. Huffines Institute of Sports Medicine and Human Performance provided funds underwriting the travel and the logo of the Institute should be placed on the poster/title slide of the presentation.
- The maximum travel award given will be \$800.
- Applicants not receiving travel funds from the KNSM department or College of Education and Human Development will have priority for Huffines awards.

Post Award Requirements

- Submit required receipts in compliance with Texas A&M University System policy within 90 days of travel.
- Submit the bibliographic reference for published abstracts to the Huffines Director.
- Submit a picture of you presenting the poster for our Annual Report.

Submission Procedures

Please read carefully; submissions will be returned if these procedures are not followed)

- Submission is on a rolling basis.
- Handwritten applications (even cover pages) will not be accepted.
- When calculating costs, please refer to the TAMU out-of-state travel website http://www.window.state.tx.us/fm/travel/out_of_state/mealrates.htm per diem allowances. When calculating room rates, please use 1/2 room expenses if you plan on sharing room expenses.
- Submit the application as one .pdf file entitled "your_last_name_Student_Travel_2024.pdf" to huffines@tamu.edu.
- Please follow all requirements exactly, including submission of the lay article with the application.

Application Packet

- Completed cover page – a fillable PDF on the next page
- The abstract that was submitted to the meeting for consideration for presentation.
- Notice of abstract acceptance at the meeting.
- A 500-word article on the research topic will be presented in the packet and written at the lay level. This 500-word article will be a significant criterion for deciding which applications to fund.
- Statement of funding sources considered for travel. We realize that in most cases, \$800 will not be sufficient to cover travel costs. Therefore, we ask that you provide a statement outlining other funding sources being used to supplement this travel award. The statement can be up to 500 words.

**Sydney and J.L. Huffines Institute of Sports Medicine and Human Performance
Graduate Student Research Presentation Travel Award Application**

Name: _____ Phone #: _____ Date: _____

E-mail: _____ Unit/Department: _____

Advisor Name: _____

Advisor Email: _____

Presentation Title: _____

Abstract accepted as a: Poster presentation Oral presentation

Scientific Meeting/Conference Title: _____

Meeting Dates: _____

Destination: City: _____ State: _____ Country: _____

Dates of Travel: Depart: _____ Return: _____

Have you received a KNSM or CEHD travel award for 2024 - 25 travel? Yes No
(Note if you are a KNSM GAR or GAT, you likely have funding. Please speak with your advisor.)

Funds Requested: <i>(to be completed by applicant)</i>		Recommended Allocations: <i>(to be completed by office)</i>	
Transportation	\$ _____	Transportation	\$ _____
Per Diem	\$ _____	Per Diem	\$ _____
Registration	\$ _____	Registration	\$ _____
Other (Specify)	\$ _____	Other	\$ _____
Total Requested	\$ _____	Total Awarded	\$ _____

Required Signatures:

Applicant Signature

Printed name of Applicant

Huffines Affiliate Faculty Advisor Signature*

Printed Name of Advisor

*By my signature, as the Advisor of this student, I affirm that I will ensure that this student will attend at least 75% of the meeting/conference that this travel grant is supporting (if awarded).