

**Sydney and J.L. Huffines Institute for Sports Medicine and Human Performance
FY 2018-19 Graduate Student Research Presentation Travel Grant**

Purpose

The purpose of the Sydney and J.L. Huffines Graduate Student Research Presentation Travel Grant is to provide financial support for graduate student travel to present the results of scientific research at national or international professional meetings. 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, the applicant must:

- Be working under the direct supervision of a faculty affiliate member of the Huffines Institute.
- Be in good academic standing with the university.
- Research not submitted or accepted for presentation will result in withdrawal of award.

Limitations

- An applicant may **not** receive more than one Huffines Travel Grant in a fiscal year.
- Funding is limited to costs associated with travel to present scientific research at national or international professional meetings. The research to be presented must contribute to the mission of the Huffines Institute (see Mission below).
- Applications will be evaluated for appropriateness of expense estimate.
- Travel award is for proposed meeting site only.
- It is the applicant's responsibility to know and comply with all Texas A&M University System policy and procedures governing official travel.
- The presentation should clearly indicate that ***THE SYDNEY AND J.L. HUFFINES INSTITUTE OF SPORTS MEDICINE AND HUMAN PERFORMANCE*** provided funds underwriting the travel and the logo of the Institute (see above) should be placed on the poster/title slide of the presentation.
- The total pool for travel awards in 2019 is \$8,000. The maximum travel award given will be \$800.
- Applicants not receiving travel funds from HLKN department or College of Education and Human Development will have priority for Huffines awards.

Post Award Requirements (all must be completed for subsequent eligibility for other Huffines' Awards)

- Submit required receipts in compliance with Texas A&M University System policy within 90 days of travel.
- Submit to Huffines Director final abstract of presentation and bibliographic reference for published abstracts (must be submitted to be reimbursed).

Submission Procedures (please read carefully; submissions will be returned if these procedures are not followed)

- Deadline for submission is 5 pm, Monday, **December 3, 2018**.
- Late applications will not be considered.
- 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.
- Save the application (pg. 2), the required abstract, and the required lay article as one .pdf file. Please title the resulting pdf: "your_last_name_Student_Travel_2019.pdf".
- Email the .pdf to huffines@tamu.edu.
- Please follow all requirements exactly, including submission of lay article with application.

Our mission: to be the bridge between scientists, practitioners, and the lay public in all aspects of sports medicine and human performance, with a particular focus on athletic performance.

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

Name _____ Phone # _____ Date _____

E-mail: _____ Unit/Department: _____

Applicant Status: Graduate Student Recent Graduate:

Research Presentation Title (**attach abstract of presentation**): _____

Scientific Meeting/Conference Title: _____

Have you received a HLKN or CEHD travel award for 2017-18 travel? (yes or no)

Destination: City _____ State _____ Country _____

Dates of Travel: Depart: _____ Return: _____

Attach to this application a 500 word article on the topic of their research that will be presented, written at the lay-level, for subsequent publication on the Huffines' website. This 500-word article will be a major criteria for deciding on which applications to fund. Thus, it is suggested that you carefully construct this lay article using the suggestions for the web-content development guidelines on the Huffines Institute website. Articles from non-funded applications will be given separate consideration for acceptance and payment under the Huffines Content Development program (i.e. you may still be paid for your article if it is well-written and interesting, even if you do not get a Travel Grant).

Funds Requested:
(to be completed by applicant)

Transportation	\$ _____
Per Diem	\$ _____
Registration	\$ _____
Other (Specify)	\$ _____
Total Requested	\$ _____

Recommended Allocations:
(to be completed by office)

Transportation	\$ _____
Per Diem	\$ _____
Registration	\$ _____
Other	\$ _____
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).

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