



# Professional Development Award Request Form

The Biology Department offers a travel award to graduate students to offset the cost of travel to national or international meetings at which they are presenting their work.

- Awards of up to \$500 per academic year
- Graduate students are eligible to receive a Departmental Professional Development award once per academic year
- Requests should be made at least six weeks prior to the meeting
- A conference abstract with a full list of authors and a letter of acceptance must be included with this request form

Student Name: \_\_\_\_\_

Name of Meeting/Conference: \_\_\_\_\_  
NO ABBREVIATIONS

\_\_\_\_\_

Location: \_\_\_\_\_

Dates: \_\_\_\_\_

Amount Requested for Travel: \_\_\_\_\_  
NOT TO EXCEED \$500

Presentation Title: \_\_\_\_\_

\_\_\_\_\_

Presentation Format:  Talk  Poster

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Biology Graduate Director Signature Date

The University Professional Development Award of up to \$500 for travel is also available through the Office of Graduate Studies. This award requires matching funds from another source, and is satisfied by this Departmental Professional Development Award. The deadline for the University's Professional Development Award) is one month prior to the time of travel – maximum of \$1,500 during graduate study.

<https://grad.udel.edu/travel-award-application/>