

**APPLICATION FOR THE BOYD LYON MEMORIAL TRAVEL AWARD**  
**UCF BIOLOGY GRADUATE STUDENT ASSOCIATION**

**FUNDING POLICIES:**

- BGSA will allocate a maximum of \$150 to be distributed to one or multiple individuals per semester for conference or workshop travel – dividing the funds is at the discretion of the application reviewers. The Biology Department will match this allocation for a total award of \$300.
- Funding is determined by five judges reviewing applications explaining the suitability of the event, budget, and financial need. Abstract is to be included as a supporting document.
- This allocation request must be received by March 1 or September 1 in order to be considered. Decisions will be made by the BGSA Travel Committee on the last Monday of March or September, unless otherwise announced. Funding will be dispersed on April 1 and October 1 unless exceptions exist.
- For awards made March, the events must fall between May 1 and October 31 of that year. For awards made September, the events must fall between November 1 of that year and April 30 of the following year. March awards must have department travel orders filed by June 10.
- Allocation request or questions regarding travel should be directed to the appointed committee for that semester (see <http://biology.ucf.edu/~bgsa/TRAVEL.htm>).
- All recipients must acknowledge that funding was granted from the Boyd Lyon Memorial Travel Award on their poster or after their talk.

**EVENT INFORMATION:**

NAME: \_\_\_\_\_ ADVISOR: \_\_\_\_\_

PID: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

CONFERENCE          WORKSHOP

LOCATION &amp; DATE(S) OF CONFERENCE: \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_

**APPLICATION REQUIREMENTS** - Please submit via email to the BGSA VP with the following separately attached:

1. Application Statement, include project title and your PID – DO NOT include your name:
  - *Event Statement* – Description of the **event plan** and **benefit of attendance**. 300 word max.
  - *Budget Justification* – **Itemized list** of costs and associated details.
  - *Financial Need* – Description of **funding search** and **financial need**. 300 word max.
  - *Abstract* – Copy of submitted conference abstract, or 300 word max research abstract for the project a workshop would directly support.
2. Receipts and/or proof of acceptance if already available. Award can be announced without proof of acceptance or attendance. However, funds will only be dispensed after a department travel order, purchase receipt, or acceptance notification is available.
3. Possible conflicts of interest or judging requests to be considered.

For BGSA committee only, do not fill out

Approved: Y N	Amount: \$ _____	Dispersed: Y N
BGSA Committee Signature:		
BGSA Advisor Signature:		
Applicants Signature post money dispersal:		

Received: \_\_\_\_\_ Date: \_\_\_\_\_