



Marine Program Travel and Education Support Program Guidelines for Submission Rev. 11-2008

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. While this support is available to all Marine Program faculty, graduate students, and staff, strong preference will be given to graduate students. Due to the level of competition for travel/education funds, it is highly unlikely that we will support travel to meetings by individuals who are not presenting papers.

- Travel requests do not have to be lengthy, simply use the attached form.
- Graduate students must provide a letter of support from their faculty advisor.
- Support for travel can be requested ANYTIME during the year. There are NO deadlines.
- Any travel request must be made **PRIOR** to traveling. Requests for travel assistance will not be accepted after the travel is complete.
- Include an abstract of your presentation with your request.

Education

- Requests for Education Support are treated similarly to travel requests.
- If you are applying for funds for educational purposes (short course, workshop, etc.) please use any format that you feel is appropriate. We generally can fund travel expenses and some part of the tuition/registration/fee.
- Support for Education can be requested ANYTIME during the year but must be requested PRIOR to the event.

How Much Support is Available?

The MOST travel support that we are able to provide is 1/2 the cost of travel (air fare, sometimes ground transportation) to the destination and the registration fee for one meeting per person per year, not to exceed \$600. Travel to other countries, Alaska, Hawaii or other expensive destinations can be supported, but not to the same (1/2 cost of travel) extent. The program does not support living expenses (hotel, meals) associated with travel. Overall support is limited to ~ \$10K per year, thus funds may not be available to fulfill all requests.

Are There Any Expectations or Limitations to a Request?

Because funding is limited, the program will consider no more than one travel/education request per individual in any 12-month period. Co-funding from other sources is expected. 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.

For Questions, Please Contact:

Linda Wade, Program Assistant
Jonathan Pennock - Marine Program Director

[862-2987; linda.wade@unh.edu], or
[862-2921; jonathan.pennock@unh.edu]



Marine Program Travel/Educational Support Request Form

[Please Type or Print Legibly]

Date: _____

Name: _____ Department: _____

Email: _____ Campus Address _____

If Graduate Student, Advisor Name: _____

Total Cost: (Attach a Budget of All Expenses) _____

Amount Requested From the Marine Program: _____

Matching Funds (REQUIRED information on what you, your department, your advisor or the graduate school will contribute):

You	_____
Advisor	_____
Department	_____
College	_____
Graduate School	_____
Research Office	_____
Other _____	_____
TOTAL	_____

Letter of Recommendation from Faculty Member Included (Grads Only): Yes ___ No ___

Abstract submitted with request (REQUIRED): Yes ___ No ___

Have you received travel support from the Marine Program this year or last year? If so, list below:

If yes, have you submitted a report on the seminar/conference? Yes ___ No ___

**RETURN ALL REQUIRED INFORMATION WITH THIS REQUEST TO:
Linda Wade, Marine Program, Chase OE Lab. or via email to linda.wade@unh.edu**