

## **Guidelines for Individual Travel Awards for Undergraduates in the Biomedical Engineering Department**

Adoption Date: May 10, 2017

Last Review Date: N/A

### **Overview**

The Department of Biomedical Engineering annually offers a fixed number of travel awards to undergraduate students to attend a scientific meeting or conference. The exact number and amount of awards is to be determined by the Chair of the Department and is at the discretion of the annual department budget. Historically (2013-2016), approximately 10 travel awards of \$400 have been made to BME undergraduates to offset the cost of travel for undergraduate students to the Annual Meeting of the Biomedical Engineering Society (BMES).

### **How to Apply**

At the start of the Fall Semester, a form will be made available in the BME Academic Services Office for the Annual Meeting of the BMES (see below). This meeting typically occurs in October. To apply, submit this form to the BME Academic Services Office at least 1 month prior to the BMES meeting. The earlier, the better, as approvals will be made on a rolling basis, such that students are able to make travel plans. As noted below, strong preference is given to students presenting research or participating in design competitions at the Annual Meeting of the BMES. Applications made at less than 1 month prior to the BMES meeting may not be able to be fully considered.

If travel funds remain available after the BMES meeting, individual travel requests for other meetings will be considered. Again, these applications must be made at less than 1 month prior to the meeting to be fully considered.

### **How Individual Travel Awards Are Allocated:**

Again, in the BME Department, individual travel awards are preferentially allocated for travel to the Annual Meeting of the Biomedical Engineering Society (BMES). If travel funds remain available after the BMES meeting, travel requests for other meetings will be considered.

Individual travel funds will be allocated in the following order of preference:

- 1) To students presenting a podium presentation at the conference
- 2) To students presenting a poster presentation at the conference
- 3) To students selected for participation in undergraduate design competitions at the conference
- 4) To officers in the student chapter of the conference society, with preference based on officer rank
- 5) To BMEntors and students who have performed service activities for the department (describe this activity in the other box on the form).

If the student does not meet at least one of the above criteria, the student is not eligible for an individual travel award.

### **Award Requirements**

To accept the award, the student may be required to fulfill certain requirements at the Annual Meeting of the BMES, such as volunteer in the booth or to set up or break down certain events at the meeting.

### **Are Funds Available for Activities Outside of the BMES Meeting:**

Special requests for group travel may be considered by the department for undergraduate design competitions and other unique opportunities to expand undergraduate educational and research activities in the BME department. *These group travel requests should be proposed as special requests and allocations, and should not be submitted as multiple Individual Travel Awards.* The process for making such requests should begin by identifying a faculty sponsor and initiating discussions with the Associate Chair for Undergraduate Program, Senior Associate Chair, and/or Department Chair. Also, please note, these discussions should occur several months prior to the meeting at a minimum, and typically occur in the year preceding the meeting. This allows the department to plan and allocate funds for these special requests, if they are approved.

## Application for Undergraduate Individual Travel Award

Student Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Conference or Meeting: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

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

Current Year:

Freshman

Sophomore

Junior

Senior

Check all that apply:

I am presenting a podium presentation at the above meeting

I am presenting a poster presentation at the above meeting

I am participating in an undergraduate design competition at the above meeting

I am an officer in the student chapter for the society sponsoring the above meeting

Officer Title: \_\_\_\_\_ Student Society: \_\_\_\_\_

I am a BMEntor

I have performed other service for the department

Other service: \_\_\_\_\_

If there reasons the application should receive special consideration, please describe these reasons in the space below.