

PSA Graduate Student Travel Awards

Sponsored by the Poultry Science Association and the PSA Foundation

OVERVIEW:

The Poultry Science Association (PSA), with financial support from the PSA Foundation, is providing an annual competition for graduate student travel awards. This competition is open to all graduate students, worldwide, who are enrolled in full-time studies of poultry science or a related field. The purpose of the PSA Graduate Student Travel Award is to assist graduate students with travel expenses so that they may attend and present their research findings at the annual Poultry Science Association meeting.

In years when sufficient funding is available, there are to be seven (7) or more Graduate Student Travel Award recipients, the final number to be established annually by the PSA Board. Each PSA Travel Award will provide up to a maximum of \$1,000 per award of qualified expense reimbursement for students traveling from the United States, Canada or Mexico, and a maximum of \$2,000 for students traveling from all other international locations.

If a sufficient number of qualified international applicants are not identified, then the travel awards will be limited to seven (7) or fewer.

All applicants must be a student member of the Poultry Science Association (membership is free of charge). Applicants also must be the first as well as the presenting author of their abstract. All applicants will be notified of selection decisions by mid- to late May.

ELIGIBILITY:

1. Applicants must be duly registered or enrolled for an advanced degree or diploma in a recognized college, university or institution of higher education. They must be classified as a full-time graduate student and must be following a curriculum in or closely related to poultry science or an allied field.
2. Applicants must be student members of the Poultry Science Association. Students who are not members must apply for membership to the Poultry Science Association before submitting materials for the travel award. There is no cost for Student membership, which can be completed on the PSA website.
3. The abstract on research findings must have already been submitted for oral or poster presentation for the upcoming annual Poultry Science Association meeting at the time of application. Multiple author submissions are acceptable, but the graduate student applicant must be the first or senior author and designated presenter of the research. If there are multiple student authors, only the first or senior author may apply for these funds. **If the student applicant has submitted more than one abstract, she or he must choose only one paper/poster presentation abstract to use when applying for this travel award.**

APPLICATION PROCESS:

1. The Planning Committee for the Annual Meeting along with the sponsors of the travel award will examine all applications for eligibility and select the award winners.
2. The application must be typed in English and submitted with the following materials:
 - a. 1-page maximum typed cover letter describing your research interests and experience as well as career plans.
 - b. The abstract that will be presented in English at the annual Poultry Science Association meeting,
 - c. 2-page maximum curriculum vitae highlighting scientific publications and presentations,
 - d. 1-page maximum letter of recommendation from your major professor or academic advisor indicating the current status of your graduate program and the progress you have made to date. More than one letter of recommendation is not allowed
 - e. Students who are not members must apply for membership to the Poultry Science Association before submitting materials for the travel award.
3. Decisions will be based on the quality of the submitted information. The Selection Committee with input from the sponsors will select winners and notify the Poultry Science Association Board of their selections.
4. **Award recipients will be announced in mid May** and recognized at the annual meeting banquet and the Poultry Science Association award winner web site. For the purpose of reimbursement, award winners will be provided with the Poultry Science Association travel policy guidelines. Any travel expenses to attend the meeting that exceed the guidelines will not be reimbursable.

Within 30 days of the Poultry Science Association annual meeting, each award recipient must complete an expense report (<http://www.poultryscience.org/>) and submit original receipts for the annual meeting related expenses not to exceed the total amount of the award (\$1,000 or \$2,000).

5. As part of this award, PSA and the PSA Foundation will sponsor a reception each year at the annual meeting in recognition of the travel award recipients. PSA staff will coordinate this reception and will be responsible for communicating with the travel award recipients in regard to the arrangements.

The Application Deadline is May 1, prior to the PSA Annual Meeting.

Applications can be submitted on-line at <http://www.poultryscience.org/travel-grants/lognom.asp>. If electronic access is not available to the applicant, then a written or faxed application must be received by the PSA Business Office by the deadline.

3.9 POLICY ON GRADUATE STUDENT TRAVEL GRANT SUPPORT/EXPENSES

GENERAL POLICY: Reasonable expenses and support shall be reimbursed to student travel award winners.

3.9.1 No more than five (5) nights lodging shall be paid, unless participation warrants greater duration. Students can choose the hotel they wish to stay in, but will only be reimbursed up to the amount of the rate for the Headquarters Hotel. Students are responsible for any difference.

3.9.2 Economy or coach airfare; airfare limits such as purchased at least 21 days in advance. Charges due to changes in travel agendas after the airline ticket has been purchased are the responsibility of the student unless amended due to an emergency.

3.9.3 No other specific incidentals shall be paid (phone, laundry, flight or medical insurance, etc).

3.9.4 If driving privately owned vehicles, the federal mileage rate is used for reimbursement (www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=9646&contentType=GSA_BASIC). Total for mileage is not to exceed airfare as determined in 3.9.2 above.

3.9.5 Rental cars will be reimbursed only if justified as the lowest transportation alternative. Rental vehicles must be selected at lowest reasonable cost (usually compact). Unusually expensive rental vehicle costs will not be allowed unless approved by the Executive Director.

3.9.6 Students are strongly encouraged to utilize hotel and airport shuttles rather than taxis.

3.9.7 Students are strongly encouraged to utilize long-term parking at airports.

3.9.8 No bank transfers/charges for overseas students will be allowed; all payment of expenses shall be made by check in US currency only. No cash payment on-site. No monetary support will be provided to students for presentation preparation.

3.9.9 For international students, passport and visa expenses directly associated with travel to the PSA Annual Meeting are allowed.

3.9.10 Time limit to turn in expenses shall be 30 days after presentation. If expenses are not turned in by this time, they WILL NOT BE PAID.

3.9.11 All student expenses must be claimed by using the Expense Reimbursement Form found on the PSA Website. Upon completion, the expense form is to be mailed with original receipts to the Champaign Business Office within 30 days of travel; Attention: PSA Director of Business Operations. All expenses are reviewed and approved by the Executive Director. Claimed expenses without receipts will not be reimbursed.