

Dr. Leslie Paxton Barker Travel Award

College of Science, Utah State University

Requirements and Information for Student Awardees

Through a generous donation from Mary Ann Ebbeler, we have a fund available to support graduate student travel to professional meetings. The Dr. Leslie Paxton Barker Travel Award will be available annually to provide \$200 to a student in each department of the College of Science to support travel to an academic conference or professional meeting to present their research. Outlined below are the guidelines and mechanism for how this award will be administered.

Amount: \$200/per department for one award annually. The funds from this award can be used for airfare, room and board, and/or conference fees for student attendance at a domestic or international academic conference or professional meeting.

Mechanism for Determination of Departmental Awardee: To be determined by the Department Head.

Requirements:

(1) Student Eligibility: The student should exhibit financial need and have demonstrated academic excellence in research. The student must be enrolled in a research graduate degree program (Ph.D. or MS - Plan A) in the College of Science.

(2) Match Funding: The College of Science requires that the student receive matching support from the department or grant funds in an amount equal to or greater than the Dr. Leslie Paxton Barker Travel Award (\$200). It is also required that the student obtain travel funds from the USU School of Graduate Studies for the same trip (<https://gradschool.usu.edu/costs/travel-grant>).

(3) Process: The Department Head will nominate to the CoS Dean one highly meritorious student anytime during the fiscal year. At the time of choosing the recipient, the Department Head will send a brief summary of the student's credentials and description of the conference (including date of the presentation) via email to the Dean for approval. If approved, the Department Head will notify the student of the additional funds (beyond department/grant and graduate school funds) and provide the student with the attached information regarding the requirements of the award.

(4) Acknowledgment of Donor: As outlined in the attachment, the College of Science requires that the student submit a photo from their poster/presentation and provide a one paragraph summary of the impact of the funding and meeting attendance on their development as a graduate student. The photo and paragraph should be submitted to Traci Hillyard (traci.hillyard@usu.edu) within two weeks following return from the academic conference or professional meeting. The College of Science encourages each student recipient to list this award on their curriculum vitae or resume as the Dr. Leslie Paxton Barker Travel Award.

Biology LPB Award Schedule

Even year	Spring Award	For travel <i>before</i> June 30
Odd year	Fall Award	For travel <i>after</i> June 30
Even year	Spring Award	For travel <i>before</i> June 30
Odd year	Fall Award	For travel <i>after</i> June 30
Even year	Spring Award	For travel <i>before</i> June 30

Department of Biology Process:

1. Student:
 - a. **Required** - Request SGS matching funds (\$200) at <https://gradschool.usu.edu/costs/travel-grant>
 - b. **Required** - Request Department matching funds (\$200) from Faculty advisor or Department (student's own scholarship, etc., is acceptable)
 - c. **Required** - Apply for LPB Travel Award (\$200) – Identify source of matching funds https://usu.co1.qualtrics.com/jfe/form/SV_6DrNMd1XWvd7bmu
2. GP Committee:
 - a. Review applications
 - b. Make selection
 - c. Send decision to GPC
3. GPC:
 - a. Compile data- student info and a brief summary of the student's credentials and description of the conference (including date of the presentation)
 - b. Send recommendation to Department Head
4. Department Head:
 - a. Forward recommendation to: CoS Dean cc: CoS Grad Studies Dean
 - b. College Dean's office will notify DH of their decision
 - c. Department Head will notify GPC of decision
5. IF APPROVED:
 - a. Business Manager will prepare and send award letter to student.
 - b. Once accepted, Business Manager will upload signed award letter to GPC folder
6. GPC:
 - a. Compile required documents for Donor Packet
 - b. GPC send packet to CoS Dean's Assistant