

Department of Exercise Science Travel Grant Instructions

The Department of Exercise Science has established a program to provide support and promote participation for students to attend and to present research at professional and scientific conferences. **Students are encouraged to apply for travel funds from the following sources in order:**

1. Graduate School Student Travel Grant
<http://gradschool.sc.edu/students/travgrant.asp?page=paying&sub=tg>
2. Department of Exercise Science Travel Grant - 2nd page
3. Arnold School of Public Health Dean's Student Travel Award
https://www.sc.edu/study/colleges_schools/public_health/internal/current_students/student_travel_funding/index.php

Student advisors may also provide additional financial support for travel from their research funds.

Guidelines and Procedures for Applying for the Department of Exercise Science Travel Grant

1. Priority will be given to students presenting research at a national or international meeting. Students presenting at a state or regional meeting or participating in a group competition at a national meeting are also eligible.
2. Qualified students may receive up to two travel grants from the EXSC department.
3. Applications (see page 2) must be submitted by the appropriate deadlines to be reviewed. Applications are reviewed three times per year. The deadlines are:
 - **September 1 (decision by September 15)**
 - **January 5 (decision by January 19)**
 - **April 1 (decision by April 15)**
4. Funds for the travel program are allocated on a fiscal year basis (July 1-June 30). The maximum award will be \$300.00 and can be used to match funding from other sources such as the ASPH Dean's Student Travel Award and Graduate School Student Travel Grants. Only students presenting at national meetings are eligible for the maximum award from EXSC. Students presenting at state or regional meetings are eligible for a maximum award of \$200.00.
5. The award can be applied to any acceptable travel-related expense (e.g. airfare, lodging, meals, registration fees, etc.)
6. Conference presentations must be of research done in the Department of Exercise Science at the University of South Carolina.
7. Once an official notification of travel award from the Department of Exercise Science has been received, students must submit a Travel Authorization (link below), along with all letters from various funding/award sources or a memo from the faculty advisor confirming Advisor Contribution a minimum of 14 days prior to travel. **A travel authorization must be approved by the department business manager prior to any travel.** Travel authorizations submitted after travel has commenced will not be approved. No travel reimbursements will be granted without a Travel Authorization approved in advance of travel.
8. During travel, retain all receipts. Write your name on receipts and give them to Libby Furr (PHRC 215) or Barbara Reager (PHRC 220) immediately upon your return. To minimize confusion, attach a brief description for the receipts.

EXSC Travel Authorization:

https://www.sc.edu/study/colleges_schools/public_health/internal/faculty_staff/policies_forms/exsc_travel_auth.php

