

The Donaghey College of Science, Technology, Engineering, and Mathematics (DCSTEM), offers students the opportunity of receiving financial support by submitting the Graduate Student Travel application. Based upon available funding, verified enrollment and registration for the current semester, up to \$500.0 can be awarded to assist with the costs associated with travel to attend academic/professional conferences, either in-person or virtual.

Completion of the travel award application and rubric is required. Advisor approval and signature must be obtained. Applications will be returned if not approved by the advisor. The following requirements must accompany the approved application and rubric;

**\*\* All sources of funding must be included**

- Abstract;
- Conference acceptance of paper/poster;
- Conference registration;
- Letter of Support from Advisor/Faculty mentor.

Submit completed travel award application, rubric and accompanying documents to Brian Butler, DCSTEM Graduate Student Support Specialist [bsbutler2@ualr.edu](mailto:bsbutler2@ualr.edu) or Dr. Jeff Connelly, Associate Dean

**Graduate School Travel Award Funding Request;**

Students are encouraged to also submit to the Graduate School for an additional travel award. Up to \$500.0 to assist with the costs associated with travel.

- Abstract;
- Conference acceptance of paper/poster;
- Conference registration;
- Letter of Support from Advisor/Faculty mentor.

Submit all documents as attachments in a single email. Send it to Deletta J. Browning, Finance Director for the Office of Vice Provost for Research [djbrowning@ualr.edu](mailto:djbrowning@ualr.edu).

- Prior to travel; Complete the Drivers Authorization Form. Use this link [Here](#)

*Any employee operating a motor vehicle on official business or a sponsored trip, must be age 18 or older and complete an Authorization to Operate State Vehicles and Private Vehicles on State Business form. This form acts as a release to permit UA Little Rock to check the driving record, and anyone found to have an unacceptable record will not be allowed to drive.*

*Submitted completed form to the Office of Finance and Administration with a legible copy of a driver's license*

- Prior to travel; Complete the Student Trip Authorization Form. Use this link [Here](#)  
*Students traveling on behalf of the university must abide by the Travel for Students Representing UA Little Rock – Policy #309.5. Pursuant to said policy, authorization must be*

*secured on a Student Trip Authorization (STA) Form, with student travel insurance purchased when applicable. A signature for each driver is required.*

*Student Trip Authorization (STA) form must be approved and signed by the following prior to submitting;*

- Professor or Staff Sponsor*
- Department Chairperson*
- Division Dean*
- Division Vice Chancellor*

*Submit electronically to [vcfa@ualr.edu](mailto:vcfa@ualr.edu) and an approved copy will be returned to you.*