

IGERT travel funding for internships

Of the nine IGERT trainees who have completed research internships, their IGERT travel reimbursements have ranged from \$1682 to \$5300, the range created by the varying locations and lengths of the internships. IGERT trainees internships have ranged from 4 to 8 weeks and have taken place at institutions in New Jersey, San Diego, the United Kingdom, Singapore, New Mexico, and Australia.

IGERT travel funding for internships can cover expenses including:

- domestic and international airfare,
- airport shuttles,
- individual train/bus/tram tickets, and daily/weekly/monthly passes,
- housing expenses,
- international wire fees for housing deposits,
- rental utilities,
- and more.

If you have any questions about other expenses that might be covered, please ask Rose.

Trainees are expected to cover their travel expenses and be reimbursed upon their return to Bloomington.

If paying for certain internship expenses in advance would create a hardship, some relief is possible. It is possible to request a travel advance to cover 80% of housing expense. On a case by case basis, the IGERT program can request permission from IU Travel to allow the IGERT grant to prepay large airfare expenses. Ask Rose for additional information.

Per diem for food and other daily incidental expenses is not available for internship travel. It is expected that those expenses will be paid from your stipend, as they would here in Bloomington. However, if you attend a conference during your internship, per diem can be paid (as it is for other conference travel) along with your other conference travel expenses. A separate funding proposal and budget should be submitted to Rose, with an advisor's letter of support, to attend a conference during your internship.

It is permitted to request funding for more than one research internship or conference, as long as we do not exceed the amount of travel funding that is available in the grant. There is not a set amount of travel funding available for each trainee; however, if the IGERT travel budget were divided evenly among all the trainees in the program there would be about \$6400 per trainee. Some trainees request less than that, some request more than that, so the amount of travel funding available is flexible and tracked closely. Funding requests are determined on a case by case basis.

To apply for travel funding: The procedure is informal. There are no required forms. For conferences, trainees should submit to me via email a proposal describing the conference, how it fits into your IGERT work, whether you are presenting a poster or talk, with a travel budget. You should ask your advisor to submit a letter of support to me, also via email. For research internships, a letter of support from the host institution is required in addition to the proposal, budget and advisor's recommendation letter. Rose will submit proposals, budgets and letters to the IGERT Education and Training committee for approval. For approved proposals, trainees incur all travel charges and are reimbursed from original receipts upon completion of the trip.

A description of the funding available is found on the bottom of the IGERT training program page:

<http://igert.cogs.indiana.edu/training.html>.