

# MEMORANDUM

TO: Department Chairs, Graduate Coordinators, Center Directors, Graduate Staff, and Students

FROM: Allen Wysocki, Associate Dean AFW

RE: Dr. James Davidson Graduate Travel Scholarship

The Dr. James Davidson Graduate Travel Scholarship is available to graduate students (M.S. or Ph.D.) in the College of Agricultural and Life Sciences, School of Forest Resources and Conservation, and the School of Natural Resources and Environment. The purpose of this scholarship is to provide funding to help defray travel expenses for graduate students presenting a paper or poster at a domestic or international professional meeting or conference. Graduate students presenting a paper or poster at a statewide or regional meeting/conference are not eligible to apply for the Davidson Travel Scholarship.

Students must make a presentation (oral or poster) on their original research at a domestic or international meeting or conference and must have the support of their major advisor and unit administrator to attend

Scholarships will be awarded in the amount of \$300 for meetings or conferences held within the United States, and \$650 for meetings or conferences held outside of the United States. If the student has direct deposit, the award will be deposited into their checking or savings account. If the student does not have direct deposit, a check will be mailed directly to the student from Student Financial Affairs, Financial Aid Office.

Students are asked to submit the following to their department/school one week prior to the college deadline:

1. Application form [attached].
2. Vitae Including Graduate GPA, GRE Score, and Approximate Graduation Date.
  - a. Highly Recommended to Include Presentations & Publications in Vitae.
3. UF Transcript (Must Be Up To Date & Printout From ISIS Is Acceptable).
4. A Letter Of Support From The Major Advisor (Co-Signed By The Graduate Coordinator) Addressing:
  - a. How the Student and Professor Will benefit From the Student's Attendance at This Meeting?
  - b. How The Research Is Being Presented And Will It Change Management Practices?
  - c. Will The Research Add New Science/Technology in The Student's Respective Field?
  - d. Will Student Attend Workshops At This Meeting That Will Further Train Him/Her In Their Profession?
  - e. Any Other Topics the Student's Advisor Believes Will Strengthen the Student's Application Packet.
5. A Budget Sheet for the Meeting (Listing Airfare, Registration Fee, Hotel Cost, Food, Etc.).
  - a. Indicate What Is Being Covered By Other Travel Grants, Advisor, Etc.
6. A Copy of the Conference Program or Letter of Acceptance of the Presentation.
7. An Abstract of the Research (Include a Section Discussing the Importance of your Research).
8. Rank of candidates (if multiple candidates are submitted from one department)

## **SUBMISSION DEADLINES**

**Applications for the James Davidson Graduate Travel Scholarship must be turned in directly to your department/school one week prior to the college deadline.**

**NOVEMBER 1st DEADLINE FOR CONFERENCE DATES OF JANUARY 1ST THROUGH JUNE 30<sup>TH</sup>**  
**MAY 1st DEADLINE FOR CONFERENCE DATES OF JULY 1<sup>ST</sup> THROUGH DECEMBER 31<sup>ST</sup>**

Once department/school ranks their applicants, please send/deliver to:

Dr. Allen Wysocki ([grad-travel-grants@ifas.ufl.edu](mailto:grad-travel-grants@ifas.ufl.edu)), Associate Dean  
College of Agricultural and Life Sciences  
PO Box 110270  
2020 McCarty Hall D  
Gainesville, FL 32611- 0270

**This award will be made in accordance with University of Florida policies.**

**The University of Florida does not discriminate on the basis of age, race, national or ethnic origin, religious preference, disability or gender in any aspects of its operations.**

**University of Florida**  
**College of Agricultural and Life Sciences**  
**Dr. James Davidson Graduate Student Travel Scholarship Application**

Name: \_\_\_\_\_ UFID: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Department: \_\_\_\_\_

Major Advisor: \_\_\_\_\_

Major: \_\_\_\_\_ Degree Sought: \_\_\_\_\_

Domestic Meeting  International Meeting  Oral Present  Poster Present

Title of Presentation: \_\_\_\_\_

\_\_\_\_\_

Name of Meeting/Conference: \_\_\_\_\_

Location: \_\_\_\_\_

Dates: \_\_\_\_\_ Total Cost of Attending: \_\_\_\_\_

**Students will only be awarded ONE Dr. James Davidson Graduate Travel Scholarship in a given fiscal year. If you receive a Dr. James Davidson Graduate Travel Scholarship in one fiscal year, you can only apply for a Dr. James Davidson Graduate Travel Scholarship that would be awarded for travel in a different fiscal year.**

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