

# Reginald H. Pegrum Professional Development Award

**Application Deadlines: Fall Cycle - September 30; Spring Cycle - February 28**

**Purpose:** Provide partial financial support to students in the UB Department of Earth Sciences to present research at professional meetings or attend career workshops or short courses. **Does not support:** Travel or fieldwork associated with student research or coursework. **Funding:** Max. \$750 per student per award, subject to availability. Priority to students who do not have other funding sources and who have not received an award in the current academic year.

## Application Requirements:

- 1. Completed application form:** bottom of this page.
- 2. Faculty advisor justification:** A paragraph from your faculty advisor explaining the need for attending the conference, workshop, or course and certifying that there are not other funds to support this travel, or explaining why grant funding is not covering the costs in full.
- 3. Supporting documentation:** copy of abstract OR acceptance to workshop/course.
- 4. Budget justification:** A written explanation of the requested funds.
- 5. Completed Budget form:** submit as an Excel spreadsheet. Amounts must follow [UB travel guidelines](#).
- 6. W-9 form: US citizens only** fill out/sign first page of the [W-9 form](#).

**Special note:** International students will receive funds via a travel reimbursement (non-taxable).

## Submission Instructions:

Submit items 1-4 as one pdf document plus item 5 excel document via email to [earthsciences@buffalo.edu](mailto:earthsciences@buffalo.edu)  
Upload item 6 (W-9 form) to our [secure box folder](#).

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Applicant's Name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Status: \_\_\_ Graduate \_\_\_ Undergraduate

I will be: \_\_\_ Presenting a talk \_\_\_ Presenting a poster \_\_\_ Attending a course or workshop

I am: \_\_\_ a US citizen \_\_\_ an international student

Conference/Workshop/Course Name, dates, location and title of talk or poster:

**Reminder:** All students on UB payroll must submit for pre-approval of travel through Concur.

**Questions?** Email [earthsciences@buffalo.edu](mailto:earthsciences@buffalo.edu), call 645-3489 or stop by the main office in 126 Cooke Hall.