

Memorandum

From: Department of Mathematics, University of Utah

To: All faculty and graduate students

Date: 1 September 2015

Subject: Graduate Student Travel Funding

The department has limited funding that graduate students can use to go to conferences, workshops, summer schools, etc. Any graduate student in the mathematics department who has passed three written qualifying exams may apply, although in exceptional cases a graduate student of good standing may be considered. Applications are accepted year-round.

Applications will be reviewed by a two member sub-committee of the graduate committee (currently Yekaterina Epshteyn and Y.P. Lee), appointed by the chairman and the graduate committee chair. Applications can be submitted to either of them.

Application procedure:

- Applicants should
 - submit a letter to committee justifying the travel, including a rough budget with explanations;
 - secure a recommendation letter (informal email would suffice) from a supervising faculty member to the committee;
 - submit any relevant supplemental material (conference invitation etc.).(Application material in electronic form is preferred.)
- Eligible applicants should apply concurrently for the [Graduate Student Travel Assistance Award](#). The department will always match as necessary awards that receive this funding.
- Upon receiving the full application, the committee will make the decision within a week and the applicant (as well as the letter writing faculty and the graduate committee chair) will be notified in email regarding the results (including the amount of award if successful).

Priorities for funding will be given to applicants who

- are invited to give a presentation of original results;
- have other (partial) external funding;
- have passed their oral qualifying exam.

Due to very limited funding, each applicant is limited to ~\$500 per year from this source.