

## **Academic Travel Support Funds Application**

Division of Cardiovascular Medicine  
Gill Heart and Vascular Institute

Faculty and staff in the Division of Cardiovascular Medicine or the Gill Heart and Vascular Institute may request supplemental funds to use for travel to present research/quality improvement project findings at a national meeting. The individual must be the presenting author for an oral or poster presentation at a nationally recognized meeting. **The work must promote the national reputation for excellence in cardiovascular care and science at the Gill Heart and Vascular Institute.** Approval of this additional funding will be contingent upon the availability of such funds in the current operating expense budget, as well as approval by the Director of the Gill Heart Institute.

Please be aware of the following before submitting a request for Academic Travel Support Funds:

1. Award will support travel to a nationally recognized meeting for individuals in the division of cardiovascular medicine or who are mentored by a faculty member in the division.
2. Individual must be presenting original research/scientific/quality improvement findings as first author
3. Priority will be given to presentations at American Heart Association and American College of Cardiology annual meetings. National specialty and society meetings will be given next priority.
4. The request must be made on the form provided, and submitted to the Division Administrator. A copy of the accepted abstract should be included.
5. All other funding sources (PE funds, grants, conference travel funds offered by the meeting or society, other UK internal fund sources, etc.) must be exhausted or otherwise unavailable.
6. A maximum of \$1,500 may be requested within one fiscal year. The amount requested is not guaranteed and any amount up to \$1,500 may be approved at the discretion of the department based on available funds.
7. To assist with budgeting for these additional funds each year, requests should be made as far in advance as possible, ideally on / around **Sept 1 for travel in the fall** and **Jan 1 for travel in the spring / summer**.
8. Past Academic travel support requests will be taken into account when current requests are being reviewed for appropriateness, and subsequent approval.

**\*Please submit the attached completed form to Emily Lee at [Emily.Hobbs@uky.edu](mailto:Emily.Hobbs@uky.edu)**

## REQUEST FOR ACADEMIC TRAVEL FUNDS

Date of request: \_\_\_\_\_

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

Requesting funds for:

- Travel
- Meeting registration
- Other

Conference title / location: \_\_\_\_\_

\_\_\_\_\_

Estimate of support needed: \$ \_\_\_\_\_

Dates of Activity: \_\_\_\_\_

Any special circumstances to be considered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

After review, your request has been      Approved       Denied

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_