DECADE (Diverse Educational Community and Doctoral Experience) aims to enhance the climate for equity and inclusion of doctoral students at UC Irvine. To accomplish this, the Graduate Division and UCI ADVANCE have partnered to deliver a multifaceted program that involves faculty, students and administration in collaborative efforts to foster equity, access and inclusion. To this end, the DECADE Student Travel Award Program will provide funds in support of travel to conferences that offer professional development opportunities for students involved in DECADE Programming.

**AWARDS**

Awards of **up to $1,000** are available to DECADE doctoral students. Students may be awarded conference travel funding through this program only **ONCE** per year. Please note that the average award will be made in the $500 range and the award may only be used towards domestic travel. International travel will not be funded through this program.

**ELIGIBILITY**

To be considered eligible for a DECADE Student Travel Award, students must:

* Be in good academic standing
* Be enrolled full-time in a doctoral program at UCI at the time of application.
* Be actively engaged in DECADE programmatic activities and/or initiatives.
* Application must be received 30 days before the first day of travel.
* Travel must occur before June 7, 2019.
* Travel must take place within the United States
* Retroactive funding will not be considered.
* **No awards will be granted for travel to the following states: AL, KS, KY, MS, NC, OK, SD, TN, TX**

**REVIEW CRITERIA**

Final approval is provided by the Dean of Graduate Division and is based on the following criteria:

* Completed application meets eligibility requirements
* Appropriateness of estimated budget of expenses to attend the conference.
* Abstract submitted to the conference.
* Support from student’s research advisor, as demonstrated by approval signature on application form.
* Support from a DECADE Leadership Member (i.e. DECADE Mentor, Equity Advisor, DECADE Director/ Coordinator) verifying participation in DECADE activities/initiatives.

**NOTE: Incomplete applications will NOT be considered. Receipts must be provided in order to be reimbursed.**

**Submit completed applications to the Graduate Division office at 120 Aldrich Hall**

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| --- | --- |
| **Student Information** |  |
| Student Name:  Date:  Academic Program:  Address:  Telephone Number:  Email: | |

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| --- | --- |
| **Conference Information** | Provide logistical information for the conference you would like to attend. |
| Conference Name:  Date(s) conference is occurring:  Date(s) of Travel:  Location of Conference:  Presenting Research:  Yes  No  Abstract submitted:  Yes  No If no, Abstract Due Date:  Abstract accepted:  Yes  No  If no, Expected Date Abstract will be Accepted: | |

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| --- | --- |
| **Travel Approval** | The faculty advisor approves of this student’s intent to travel to the conference named above. |
| **Faculty Advisor:**  Faculty Advisor Printed Name  \_\_\_\_\_\_\_\_\_\_\_\_  Faculty Signature Date | |

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| --- | --- |
| **DECADE Involvement**  **Validation** | As a DECADE mentor or Equity Advisor, I acknowledge that this student has been an active participant in DECADE programming/initiatives and fully support their application for a DECADE Student Travel Award. |
| **DECADE Mentor/ Equity Advisor:**  DECADE Mentor/ Equity Advisor Printed Name  \_\_\_\_\_\_\_\_\_\_\_\_  Signature Date | |

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| **Requested Award Amount** | Provide an estimated budget for all expenses you would like to be considered for reimbursement. (Total expenses may not exceed $1,000) |
| Registration Costs: $    Airfare Estimate: $    Hotel Estimate: $    Meals Estimate: $  Other:$  **TOTAL AMOUNT REQUESTED**:$ | |

*Please note: UC Policy states that meal expenses may not exceed $62 p/day. Hotel expenses may not exceed $275 p/day. Any expenses over the daily limit or will not be reimbursable. In addition, airlines miles or points used for flight purchases are also non-reimbursable.*

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| **Rationale** | Write a short rationale stating the main reason(s) for attending the conference, including how the conference will enhance your professional career: |
|  | |

|  |  |
| --- | --- |
| **DECADE Involvement** | Write a short statement of how you have been involved with DECADE programming/ initiatives: |
|  | |