

J.K. McPherson Memorial Fund

Application for Travel Grants

The J.K. McPherson Memorial Fund was established in memory of the late Dr. James K. McPherson, an ecology professor who served the Botany Department at OSU from 1968 to 1992. This fund is administered by the PBEE Department to support travel by graduate students mentored by PBEE faculty. It is designated for student travel for fieldwork and attendance/participation at scientific conferences. Eligibility requirements include demonstrated satisfactory progress toward degree.

Applications will be accepted twice a year, **September 1** and **February 1**. To apply for funding, please submit the following materials electronically (as a single pdf file) to the PBEE Unit Assistant (scscrog@okstate.edu), including a current CV. A faculty committee will review your request and make recommendations to the Department Head. Your advisor must provide an email of support commenting on the quality of the proposed activities and progress toward the degree.

A brief **Report** detailing tasks completed and funds expended must be submitted to the Department Head and Unit Assistant within 30 days of completion of travel. Failure to submit a report will result in ineligibility for future grants. Any unspent funds will revert back to the program after 12 months of the award date. All expenditures must follow OSU travel policy and procedures. If you have any questions, please do not hesitate to ask the Department Head or your Graduate Advisor.

1. Fieldwork Grants:

Briefly describe your thesis project and provide an outline of data to be collected with funds requested. Include an itemized budget and budget justification. Provide a table or graph that presents a projected timeline for your degree program including your research goals with specific tasks outlined. Applications should not exceed two pages (not including the CV). Strong preference will be given to students not requesting funds for two consecutive submission dates. Eligible expenses include travel and field supplies. Typical awards will not exceed \$1000 per submission date.

2. Scientific Meeting Attendance:

Submit a request in advance of the meeting that includes the meeting name, place, and date, and abstract if applicable. Provide a travel budget (airfare, mileage or gasoline, registration, housing). List funds and amount available to you or for which you intend to apply, in addition to the McPherson Fund (e.g., grant, OSU-GPSGA, professional societies). Strong preference will be given to students presenting their research. Typical awards will not exceed \$500 per meeting.