

## **Cornelia M Smith Fellowship Application**

The maximum award is \$800 per student per academic year (August-July). However, this amount is not guaranteed and is contingent upon the amount of funding in the scholarship fund. If you submit requests in excess of \$800, only \$800 will be considered and the remainder will be disallowed. Students may apply at any time throughout the year, and their application will be reviewed at the next review date as long as they have FAFSA (or CSS for international students) on file with Financial Aid for the academic year they will be reviewed/awarded. Applications will be reviewed quarterly on March 1st, June 1st, September 1st, and December 1st.

Do you have a FAFSA (or CSS for international students) for the academic year in which you are seeking reimbursement on file with Baylor University financial Aid?

Yes       No

Have you received a Tuition Equalization grant or any other need-based financial aid from the State of Texas or federal government?

Yes       No

First and Last Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Baylor Email Address: \_\_\_\_\_

Does your application include reimbursement for travel costs?

Yes       No

Has your travel already occurred?

Yes       No

The travel budget can be used for relocation costs to Waco to start your program. Are you a 1st year student applying for relocation cost reimbursement?

Yes       No

Have you applied for funds through the Graduate School and the Biology Department?

Yes       No

The maximum that can be requested for travel is \$500 - these costs include but are not limited to registration for events, travel, lodging, and meals. How much reimbursement are you requesting?

\_\_\_\_\_

What is the name of the conference you are attending?

\_\_\_\_\_

Where is the destination of this travel?

\_\_\_\_\_

Does your application include reimbursement for books and software?

Yes       No

The maximum that can be requested for books and software is \$200. How much reimbursement are you requesting?

\_\_\_\_\_

Does your application include reimbursement for training and professional societies?

Yes       No

The maximum that can be requested for training and professional societies is \$300. How much reimbursement are you requesting?

\_\_\_\_\_

What is the name of the training or professional society?

\_\_\_\_\_

Where is the training or professional society?

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Please attach this application to an email to the Graduate Program Coordinator. Alongside this application, please attach an expense report (you should already have one from requesting Departmental funds) and a single PDF containing all receipts associated with your trip and/or purchase(s) (this can be done in Adobe Acrobat using the Combine Files feature).

Before submitting this application, please note that if you have not filed FAFSA (or CSS) for the academic year in which you are applying, your application will be rejected. Your application may also be rejected if you have applied for reimbursement prior to your travel taking place, you are applying for travel reimbursement prior to applying for or receiving funds from the Graduate School *and* Biology Department, or you failed to include the documentation noted in the paragraph above. If there are any issues with your application, someone will reach out to you regarding it and offer you advice on next steps.