

SDSS-II Astronomer Travel Assistance Fund Guidelines for CY 2008

The SDSS-II Astronomer Travel Assistance Fund is administered through the ARC Corporate Office subject to specific guidelines as follows:

INTENT

To support the travel of younger astronomers (broadly interpreted) to SDSS Collaboration meetings, including those held outside of the United States, and the travel of speakers selected by the SDSS-II to present SDSS or SDSS-II data/results at meetings of the AAS, the APS, or equivalent professional societies in other countries.

THOSE ELIGIBLE

Younger astronomers (broadly interpreted) employed by SDSS-II participating institutions, who have made significant contributions to the SDSS and would not otherwise be able to attend the meeting. During 2008, there will generally be no more than \$500 awarded to travelers from a given institution.

APPLICATION PROCEDURES

The availability of the Fund is being announced through SDSS General, including a standardized application form. Applications are reviewed by a small panel consisting of the ARC Business Manager, the SDSS-II Director, and the SDSS-II Spokesperson. Apply as early as is practical. The deadline for submitting applications is thirty (30) days prior to the start of the meeting funding is requested for.

AWARD

The amount of awards may vary depending on circumstances but generally will not exceed \$600 for foreign travel or \$500 for travel within the traveler's home country. The amount awarded may be used for the actual cost of air fare, hotel, meals, and necessary ground transportation. The amount approved will be provided to the applicant by the ARC Business Manager about ten (10) days prior to the start of the travel.

RECEIPTS

Within ten (10) days after the travel is completed, the traveler will provide supporting receipts and a brief report of the trip to the ARC Business Manager.

SDSS Travel Assistance Application (via email)

From: applicant
To: evans@astro.washington.edu
Subject: Request for SDSS Travel Assistance

EMAIL MESSAGE TO INCLUDE FOLLOWING ITEMS:

1. Name & Title:
2. Home Institution:
3. Trip dates: mm/dd/yy through mm/dd/yy
4. Purpose of trip: (include meeting title, city, state and country).
5. Estimated trip expenses: (airfare, hotel, car rental, registration fees, per diem, etc.)
6. Amount requested from SDSS-II Travel Assistance Fund.
7. Matching or other travel funds available.

Please list amounts for 5-7 in U.S. dollars, even if the expenses will be incurred in another currency.

8. Applicant's contribution to the SDSS (1-2 paragraphs). Students and postdocs may arrange for their sponsor to send supporting information in a separate email message.
9. Endorsement: To ensure awareness of the amount that has been awarded to a given institution during the year, applicants should request that their institutional representative to the Collaboration Council (CoCo) send a brief, separate email endorsing the application. If the CoCo rep is unavailable, then an email from the department chair is an acceptable substitution, but the CoCo rep should be informed of the request.

Email the completed application to Michael Evans, ARC Business Manager, evans@astro.washington.edu. The CoCo rep endorsement and any supporting information from a student or postdoctoral sponsor should be sent by email to the same address.

Following a Panel decision, the ARC Business Manager will inform the applicant of the award as promptly as possible.