

**Lee Harris FERM Graduate Student Travel Grants  
CONFERENCE ASSISTANCE REQUEST**

**HISTORY:**

In 1980 the College of Forestry received a \$1,500 donation from the Gibbet Hill Foundation in memory of Lee Harris, a former graduate student in the Department of Forest Management. Now known as the Lee Harris Memorial Forest Management Fund, this gift has grown substantially over the years thanks to annual donations from the Gibbet Hill Foundation. Richard Strachan, a classmate of Lee Harris, has been instrumental in securing these donations. The fund currently supports one Graduate Fellowship for an outstanding incoming graduate student in the Forest Policy and Management concentration in the Sustainable Forest Management Graduate Degree Program and supports travel grants for graduate students in the Forest Engineering, Resources, and Management Department to participate in professional development opportunities where students represent or bring visibility to OSU, the College of Forestry, or the FERM department in academic or professional settings. Lee Harris Travel Grants are intended to cover costs that are not covered by other funding sources.

**ELIGIBILITY:**

- Applicants must be currently enrolled graduate students in the term the application is submitted and the term the funding is reimbursed.
- Only graduate students with either their academic home in FERM or those with no other academic home other than the Graduate School and their major professor in FERM are eligible to apply (i.e., if you have an academic home other than the FERM Department, or you are housed under the Graduate School and your major professor is not in FERM, you are not eligible for Lee Harris funds).
- Travel grants are typically limited to \$600 with one award per fiscal year (July 1– June 30)
- Eligible professional development activities are listed in order of priority:
  - I. Conference attendance where you are presenting a paper.
  - II. Conference attendance where you are presenting a poster.
  - III. Page fees or editing assistance with a scholarly paper.
  - IV. Other conference or presentation-based workshop attendance\*

**PROCEDURES AND DEADLINE:**

- Students seeking assistance should complete the attached application form and submit it electronically to [Lee-HarrisTravel.Grant@oregonstate.edu](mailto:Lee-HarrisTravel.Grant@oregonstate.edu) by **March 4th, 2025**.
- In order that these funds assist as many students as possible, *ask only for necessary funds after exhausting all alternatives*.
- List all remaining costs, even when they exceed \$600.
- Applications will be reviewed by the Lee Harris committee once per quarter.
- Awards will be decided and students will be notified within 2 weeks following the deadline.
- Applications can be submitted in advance for a conference/event within the current fiscal year.

**DISTRIBUTION OF FUNDS:**

Funds can be distributed in two ways: 1) direct charge to the FERM Department before travel or 2) reimbursement for *OSU approved expenses* after travel has occurred. Please speak with Chelsey Durling to make direct charge arrangements or for assistance with a Concur reimbursement request. **Funds must be processed through a Concur reimbursement request unless previously arranged.** Reimbursements cannot be processed until after the conference/travel has occurred and **must be processed within 60 days** of the end of the travel. Students will need to upload **original receipts** to the Concur Expense request, regardless of how funds are distributed.

\*The Harris Grant does not give funds for courses or workshops whose primary purpose is training

**2025-26 LEE HARRIS CONFERENCE ASSISTANT REQUEST**

Name:			
Degree			
Date of application:			
Address and phone #:			
E-mail:			
Student ID #:			
Type of event*:			
Date of event:			
Name & location of event:			
<i>Describe the event you will be attending and how it will help you in your studies:</i>			
<i>Describe what other sources of funding you could possibly use for this event and the likelihood of obtaining funding from these sources:</i>			
<i>Will you be presenting a paper or poster at this event?</i>	Yes, a paper	Yes, a poster	No, neither

\*Type of event may be annual meeting, conference, workshop, etc.

*Please write down a line item budget for your attendance at this event.*

	Estimated expenses	Amount requested	Reimbursement, Prepayment, or Direct Charge?
Registration	\$	\$	
Lodging	\$	\$	
Ground Transportation	\$	\$	
Airfare	\$	\$	
Other (describe):	\$	\$	
<b>Total amount requested:</b>		<b>\$</b>	
<i>Harris Grant committee use only</i>			
<b>Name of committee member</b>	<b>Funded amount</b>		<b>Date</b>