UTSA

Department of Neuroscience, Developmental and Regenerative Biology

PhD in Neuroscience Policies and Procedures

2025 - 2026

Overview

The information outlined below describes the general policies and procedures of the Neuroscience PhD program as established by the Doctoral Studies Committee (DSC) within the Department of Neuroscience, Developmental and Regenerative Biology (NDRB). These policies and procedures are additions to, but do not supersede, University policies and procedures detailed in the UTSA Graduate Catalog. Changes and updates to this document and to the policies can be made by a majority vote of the DSC. This document supersedes all previous policy statements.

1. Overview of program timeline and milestones (for 2025-27 Graduate Catalog)
Please read through the full document for important details regarding the Neuroscience PhD program.

Required every year

- Attend Neuroscience Seminars
- Attend post-seminar lunches
- Attend fellow PhD dissertation defenses, symposia, and other program events

Year 1

Required Courses/Trainings

- Molecular Neuroscience (NDRB 5443 – Fall)
- Quantitative Biology (NDRB 6233 – Spring)
- Neurophysiology (NDRB 5453 - Spring)
- 1st Year Colloquium (NDRB 7041 – Fall and Spring)
- Neuroscience Journal Club (NDRB 7041 – Fall and Spring)
- Three research rotations in 2 or 3 different labs (NDRB 7571 – Fall and Spring)
- Electives (three 3-credit courses needed in total)*
- Doctoral Research (NDRB 721X - Summer)
- Responsible Conduct of Research training (through Office of Research Integrity)
- Training in the ethical treatment of animals (through LARC) and /or Human Subjects Research (through IRB)

Additional Requirements

- Lab rotation presentations
- Pass 1st Year Colloquium assessments
- Attend NDRB Trainee Development Workshops
- Complete an Individualized Development Plan (IDP) through the UTSA Graduate School Annual Review (required). We also recommend completing an IDP on Science Careers.

Forms

- Milestones Agreement (Form 1)
- Approval of Dissertation Supervisor (Form 2)

Year 2

Required Courses/Research

- Principles of Biological Scientific Writing (NDRB 7143 – Fall)
- Principles of Biological Scientific Teaching (NDRB 7113 – Spring)
- Neuroscience Journal Club (NDRB 7041 – Fall and Spring)
- Doctoral Research (NDRB 721X – Fall, Spring and Summer)
- Electives (three 3-credit courses needed in total)*

Additional Requirements

- Pass Oral QE. Oral exam is based on a written proposal (F31 format)
- Work with your Principal Investigator (PI) on your IDP through the UTSA Graduate School Annual Review (required) as well as through Science Careers (recommended)

Forms

- Completion of the Oral Qualifying Exam (Form 3)
- Application for Candidacy for the Doctoral Degree (Form 4)

Year 3

Required Courses/Research

- Ethical Conduct in Research (NDRB 5001)
- Dissertation Research (NDRB 731X in Fall, Spring and Summer)
- Neuroscience Journal Club (NDRB 7041 – Fall and Spring)

Additional Requirements

- Establish dissertation committee with an external member and approval of proposal (Fall)
- Dissertation committee meetings in the Fall and Spring semesters
- Oral presentation for 3rd year students in the NDRB PhD symposium (Fall)
- Submit research proposal for external funding (if you have not done so by now)
- Work with your PI on your IDP through the UTSA Graduate School Annual Review (required) as well as through Science Careers (recommended)

Forms

- Appointment of the Doctoral Dissertation Committee (Form 5)
- Application for Graduate Faculty Special Membership for outside committee member (Form 6)
- First Thesis Committee Meeting Form (Form 7)
- Dissertation Proposal Approval (Form 8)
- Thesis Committee Progress Form – used for committee meeting in the Spring (Form 9)

Years 4+

Required Courses/Research

- Dissertation Research (NDRB 731X – Fall, Spring and Summer)

Additional Requirements

- Dissertation committee meetings each semester
- Oral presentation during the 4th year in the NDRB PhD symposium (Spring)
- Work with your PI on your IDP through the UTSA Graduate School Annual Review (required) as well as through Science Careers (recommended)
- Defend thesis

Forms

- Thesis Committee Progress Form (Form 9)
- Final Program of Study (Form 10)
- Completion of Dissertation Requirements (Form 11)

* Electives should be completed within Years 1-2 (3-credit per course). First year electives provide foundational knowledge for research success and must be approved by the Graduate Advisor of Record (GAR). Second year electives must be approved by the Principal Investigator (PI). An elective can be taken in Year 3+ if there are scheduling conflicts.

2. Admission

Applications for admission to the Neuroscience PhD program will be solicited once per year and will be evaluated in accordance with standard UTSA policy. Applicants must fulfill the admission requirements as described on the UTSA graduate program website. Completed applications will be reviewed and discussed by the DSC. Students will be offered admission based on academic strength, motivation and aptitude for

scientific research, the projected capacity of the program to provide adequate training funds and resources, and the student's overall fit with the program.

3. Required Courses

It is expected that all students will successfully complete the required course sequence according to the Timeline listed above (see Milestone Agreement – Form 1). To remain in good academic standing, students must abide by the Timeline and receive a grade of B or better in all courses. To be eligible for departmental awards (e.g., merit/citizenship and travel awards), students must be in good academic standing and attend the weekly Neuroscience Seminars and Student Lunches (>80% attendance or with approved absences). Students seeking a transfer of credit must submit a written request to the DSC, including information on the course(s) and justification, before being admitted to candidacy.

Students are required to enroll in the Principles of Biological Scientific Teaching (NDRB 7113) in Year 2. After fulfillment of the supervised teaching requirement and with approval from the PI, GAR and Department Chair, it may be possible to serve as a teaching assistant (TA). The specific course one can TA for depends on departmental needs.

The university policy states that students must earn a B or higher for the course credit to count toward one's graduate degree program. If a student earns a B- or lower in an elective course, they have the option of retaking that course or taking a different elective. If a student earns a B- or lower in a non-elective course, they must retake that course in the following year. Students who have not addressed issues relating to low grades within a one-year period will be subject to dismissal from the Neuro PhD program at the discretion of the DSC. Students are placed on Academic Probation by the College of Sciences if they (1) fail to obtain a GPA of 3.0 in a given semester, (2) earn a D+, D, or D- in a course, (3) were admitted to the program on academic probation, or (4) were reinstated following academic dismissal. Academic probation is cleared when none of the above-noted criteria apply, and the student achieves an overall GPA of 3.0 as a graduate student.

The College of Sciences policy states that graduate students are placed on academic dismissal for the following reasons: (1) GPA of < 2.0 in a semester, (2) earning an 'F' in any course, (3) the student was admitted to the program on probation with conditions and failed to meet a condition, (4) a student who is currently on academic probation would again be placed on academic probation under the provisions noted above and also would earn a GPA below a 3.0 in the current term, (5) the student is unable to pass Comprehensive or Qualifying Examinations within 2 attempts, and (6) the student fails to make satisfactory progress toward the degree as defined by UTSA and program-specific regulations. A student who has been dismissed from the program may petition for reinstatement after one long semester (fall or spring) has elapsed from the date of dismissal. Students should read and abide by UTSA Student Code of Conduct.

4. Research Rotations

During the first year, students must complete 3 research rotations, each roughly 10 weeks long. The purpose of a research rotation is to expose the students to a diverse set of research environments and opportunities. Students can complete 2 research rotations in one lab pending approval from the PI and the GAR. At the end of each rotation, every student is required to give a 10-15 minute oral presentation on the project completed during the rotation. The presentation will be given to a group of Neuroscience faculty and students at a designated time and place. The rotation faculty advisor is expected to help prepare the student for the presentation and to attend the final presentation.

5. Selection of the Principal Investigator (PI)

Faculty associated with the Neuroscience PhD program can be designated as either a Core member or an Affiliate member. Both Core and Affiliate faculty can serve on student committees (Oral QE and dissertation) but only Core faculty can serve as the PI for students in the program. All PhD candidates must have an PI, and any candidate who is unable to secure sponsorship by a faculty member eligible to act as a PI by the end of their first year cannot continue in the program. The selection of the PI reflects the mutual agreement of the student and the faculty mentor as indicated by signatures on the Approval of Dissertation Supervisor Form (Form 2) and must be approved by the GAR and the NDRB Department Chair. A change in the PI must be approved by the DSC. Maintaining sponsorship by a PI is required to remain in the program.

6. 1st Year Colloquium Assessments

Students must pass the 1st Year Colloquium Assessments (former known as the Written Qualifying

Examination) offered during their first Fall and Spring semesters in the program. Students will enroll in a one-hour 1st Year Colloquium course in each of their first two semesters of the program that will be paired with the two required core classes: Neurophysiology and Molecular Neuroscience. These assessments test the ability of students to generate hypotheses, communicate experimental design, and articulate expected and alternative outcomes in the two core areas of neuroscience learned from formal coursework (mentioned above). Approximately 2-4 Colloquium Assessments will be offered during each semester. Assessment questions are prepared by the faculty teaching the Colloquia and scored by a panel of faculty evaluators, in consultation with the DSC. Students who do not achieve a "satisfactory" score on their initial attempt will be allowed to revise and resubmit their answers. Students who do not obtain a "satisfactory" score following resubmission will be given a remediation plan. Students who have more than one unsatisfactory score will be recommended for dismissal from the program at the discretion of the DSC.

7. Oral Qualifying Exam

Students have until the end of the second full year in the program to take the Qualifying Exam (Oral QE). The Oral QE is administered by an examination committee consisting of the student's PI plus three faculty members selected with the help of the PI. These faculty must have standing as Core or Affiliate members of Neuroscience PhD program. **The PI cannot serve as the committee's chair** - one of the other faculty members who is a Core member of the program must agree to serve as chair. Students are expected to coordinate with their committee members and the NDRB administrative team to select a day, time and location for the 2-hour exam. Should unforeseen extenuating circumstances appear that prevent a member of the examination committee from participating in the Oral QE, a current faculty member of Neuro DSC will act as an alternate member of the examination committee.

Students must submit a preliminary research proposal to the examination committee one week prior to the Oral QE exam. Usually, this preliminary proposal will be an early version of the student's subsequent dissertation research. The proposal should follow the format of the NIH National Research Service Award (NRSA) F31 predoctoral application. This format includes (A) a set of *Specific Aims*, (B) a *Significance* section, which poses a research problem and includes a critical review of the relevant literature, (C) a section of *Approach*, in which an experimental approach is developed to address the research problem posed, and the specific experimental methods to be employed are described in adequate detail to allow a determination of their feasibility. This section should also discuss possible outcomes of the experiment and their interpretations. In line with F31 proposal instructions, the Specific Aims should be 1 page with the rest of the proposal ~ 6 pages.

The intent of the Oral QE is to assess whether the student has the knowledge and skills needed to successfully complete a PhD dissertation. The exam will generally concentrate on issues raised in the preliminary proposal but may address any topic in the student's Neuroscience education. Typically, the student makes an introductory presentation that triggers an extended period of question and answer. Students should consult with the committee chair prior to the exam to discuss general expectations for exam day. The Completion of the Qualifying Exam form must be filled out following the successful completion of the Oral QE (Form 3).

A majority passing vote by the committee is needed for the student to pass. The committee may also suggest remediation steps to be taken by the doctoral student to correct deficiencies perceived during the oral portion of the exam. The student also may pass conditionally, in which case the student may be required to take additional coursework or satisfy other requirements to address the deficiency. If the Oral Qualifying Exam Committee is not satisfied with a student's performance, the student must repeat the exam in the summer before the first week of the Fall semester of Year 3. Students failing to complete their Oral QE by this time will be recommended for dismissal from the program at the discretion of the DSC.

8. Advancement to Candidacy

Students successfully completing the 1st Year Colloquium Assessments, the Oral QE, and required course work (see Timeline: Years 1-2) can advance to candidacy. If there are scheduling conflicts that prevent the availability of a desired elective course during Years 1-2, students can advance to candidacy provided they have completed at least 2 of the 3 elective courses. Under most circumstances, the Application for Candidacy form will be completed after the successful completion of the Oral QE exam (Form 4).

9. The Dissertation Committee / First Committee Meeting

After passing the Oral QE, students must form a Dissertation Committee and have their First Committee Meeting by the end of the next semester (typically the Fall semester of the 3rd year in the program). The Dissertation Committee will oversee the remainder of the student's education in the program and must consist of the student's PI, who serves as the committee's chair, at least 3 additional faculty members who have standing as Core or Affiliate members of Neuroscience PhD program, and one outside member (Form 5). The outside member may be a member of the faculty of another Department at UTSA or a faculty member at another institution who must be approved by the Graduate Council (Form 6). Additional members may serve on the committee (e.g., specific research expertise needed). The final makeup of the committee must be approved by the GAR. Any changes to the dissertation committee must be approved by the GAR.

Students are expected to coordinate with their committee members and the NDRB administrative team to select a day, time and location for the First Committee Meeting (typically 1-2 hours for this meeting). Students must prepare a Dissertation Proposal prior to the First Committee Meeting. The proposal should address two questions: (1) what are the major goals and objectives of this project and (2) what experiments are planned to accomplish these objectives? These questions should be answered at a level of specificity that allows the dissertation committee to assess the scientific merit and feasibility of the proposal. The level of detail should be similar to, or slightly more detailed than, the specific aims page of a typical grant. Proposals should be 1-2 pages in length. Typically, the Dissertation Proposal will be a revision of the *Specific Aims* from the Oral QE.

When the student and PI have agreed on a Dissertation Proposal, the student will then submit the Proposal to the Dissertation Committee one week prior to the First Committee Meeting (Form 7). The Proposal serves an agreement between the student, the PI, and the Dissertation Committee about the scope of research needed to constitute an acceptable PhD Dissertation. With all members present, the committee will suggest changes if needed to the proposal and give final approval (Form 8). If the committee does not approve the proposal, the student should work with the committee to correct any deficiencies noted at the initial meeting. A second meeting will need to be scheduled to obtain approval of the Proposal (should be within ~1-2 month of initial meeting).

10. Dissertation Committee Meetings

Students are expected to coordinate with their committee members and the NDRB administrative team to select a day, time and location for the dissertation meetings. Students should confer with their PI regarding the planned duration of the Committee Meetings. While these meetings typically last 1-1.5 hours, they can take more depending on student needs and discussion. At either the beginning or the end of the committee meeting, the PI will leave the room so the student can freely discuss any concerns/issues they might have with the other members of the dissertation committee. Next, the student will leave, and the PI will return to the room where they can then discuss any concerns/issues they might have with the other members of the dissertation committee. Committee members should use the information received during these discussions to mitigate any potential conflict between the PI and the student. Should the student not feel comfortable confiding in the committee in this open forum, they can request a private meeting with individual members of the dissertation committee, the GAR, or the department chair.

Students are required to have at least one meeting with their dissertation committee each semester. If the external committee member cannot attend the committee meeting, the student should schedule a separate meeting to meet one-on-one with the external member. The student should inform the GAR and the program administrator of the time and date of the committee meeting when it is scheduled. Before the meeting, the student must fill out the Thesis Committee Progress Report (Form 9) and send this to members of the Dissertation Committee one week prior to the meeting. The form is intended to update the committee on the student's progress toward the PhD, allowing as much time as possible for the committee to give scientific feedback.

11. Fellowship Proposal

Ideally by the 3rd year in the program, and no later than the 4th year in the program, the student must submit a research proposal for extramural funding (e.g., NIH F31, NSF GFRP). Note that some fellowships can only be applied to at early stages in one's PhD. There is no requirement on which outside funding agency to apply and there is no requirement to receive funding, but an application must be submitted. International students can find a list of grants / fellowships here.

Through the NDRB incentive funding program, students can receive $500 for applying to competitive fellowships and grants. Additional incentives will be provided by NDRB Department for successfully obtaining external funds. Students can also receive an additional $1,000 from the Graduate School for applying to fellowships/grants that provide more than $18,000 annually.

12. The Dissertation Defense

The student must present their Dissertation work at a public seminar and pass the Dissertation Defense (Form 10 and Form 11). The Dissertation Defense is a closed-door meeting in which the student will be asked to field questions from the dissertation committee members on topics relating to the relevant literature as well as the methods, results, and conclusions of the student's research. The student will consult with the members of the Dissertation Committee regarding an acceptable date for the seminar and Dissertation Defense. Early in the anticipated semester for graduating, the student will request the NDRB department administration (e.g., graduate program coordinator) to schedule the Seminar and Defense. Notices of the seminar are posted by the graduate program coordinator at least one week prior to the Seminar and Defense. The student must provide the written Dissertation to the committee, so they have ample time to read and review the Dissertation before the defense. The student should consult with individual committee members regarding their preference in lead time for receiving the Dissertation (typically 2-4 weeks). The student should consult with the graduate school and be reminded of the required format for the written Dissertation, what requirements must be fulfilled, and important deadlines to obtain the PhD.

13. Total Duration in the Program

While it is important that a student's dissertation research be of the highest possible caliber, it is also essential that the student complete all requirements for his/her Doctoral degree in a timely fashion. Students in the Neuroscience PhD program are expected to remain in residency and work full time on their dissertation. Students that are not making satisfactory progress, as judged by their PI and dissertation committee, will be referred to the DSC. The DSC may recommend that the student be placed on academic probation, take a leave from the program, or suggest other measures to address the issue. If the problems are not resolved, the student may be recommended for dismissal from the program. It is expected that most students will complete their degree and graduate from UTSA by the end of their 5th year in the program.

14. Miscellaneous

Students are expected to abide by the timelines outlined above. However, exemptions can be made on a case-by-case basis (e.g., medical issues). Variances from the timelines outlined above need to be approved by the DSC.

We encourage all students to make use of the wellness and social resources provided by UTSA:

- Wellness Center
- Vaccine Clinics
- Student Recreation Center
- Student Affinity Groups
- Discounts

15. NDRB Department Doctoral Student Guidelines for Grievance Remediation

1) **Review University Policies.** Upon identification of a grievance, a doctoral (PhD) student in the NDRB Department (i.e., a student in either the DRS or Neuro PhD programs) should review the relevant university policies and procedures (see list below). If applicable, the student should follow the reporting procedures as outlined on the following links.

    - Campus Resources
    - Equal Opportunity Office FAQ
    - Title IX FAQ
    - Mandatory Reporter FAQ
    - Pregnancy and Parenting FAQ
    - Witness FAQ
    - Whistleblower and Retaliation Policy

2) **Interpersonal remediation.** If possible, the student is encouraged to speak with the person toward whom the grievance is directed to see if the situation can be resolved interpersonally. If the student is not comfortable speaking directly with the person toward whom the grievance is directed or if satisfactory resolution is not be achieved interpersonally, the student can report the matter to the department.

3) **Departmental reporting of a grievance**. The student should report grievances to the Graduate Advisor of Record (GAR) of the relevant PhD program. If the student prefers not to bring the matter to the attention of the GAR, the student should bring the matter to the attention of the Department Chair.

4) **Departmental remediation.** Upon being informed of a student's grievance, the relevant parties within the department (student, GAR and/or Department Chair) will discuss the appropriate course of action. The GAR and/or Department Chair will follow university procedures for Mandatory Reporters.

   - If the grievance can be addressed at the level of the relevant program and/or Doctoral Studies Committee (DSC), a meeting of the DSC plus the Department Chair will be scheduled at which the student will be invited to present their grievance. The steps for remediation may be discussed during this meeting depending on the nature of the grievance.
   - If the grievance involves a faculty member, or another student enrolled in the program, a separate meeting with the DSC plus the Department Chair will be scheduled at which the target of the grievance will be allowed to present their perspective.
   - Following these meetings, the DSC plus Department Chair will discuss the actions needed to resolve the grievance.
   - Depending on the nature of the specific grievance, the following entities will be informed and asked for input as needed:
     - The College of Sciences Associate Dean for Graduate Education, and, by extension, the Dean of the College of Sciences
     - The UTSA Graduate School
     - UTSA Legal services
     - UTSA Counseling services
     - The VPREDKE's office
     - The Provost's office
   - If the grievance cannot be resolved informally to the satisfaction of the student, the student should follow the Student Complaint Process to initiate a complaint following the steps outlined in the student catalog.

Neuroscience PhD Student Timeline (2025-2027 Catalog)

Year 1

NDRB 5443 (Molecular)
NDRB 7041 (1st Year Coll.)
NDRB 7041 (Journal club)
NDRB 7571 (Rotation)
Elective

NDRB 5453 (Neurophys.)
NDRB 6233 (Quant. Bio.)
NDRB 7041 (1st Yr Coll.)
NDRB 7041 (Journal club)
NDRB 7571 (Rotation)

NDRB 721X (Research)

Fall	Spring	Summer

- Milestones agreement (Form 1)
- Pass 1st Year Colloquium Assessments
- Approval of Dissertation Supervisor (Form 2)

Year 2

NDRB 7041 (Journal club)
NDRB 7143 (Sci. Writing)
NDRB 721X (Research)
Elective

NDRB 7041 (Journal club)
NDRB 7113 (Sci. Teaching)
NDRB 721X (Research)
Elective

NDRB 721X (Research)

Fall	Spring	Summer

- Form Oral QE committee
- Pass Oral QE (Form 3)
- Advance to candidacy (Form 4)
- Submit F31

Year 3

NDRB 5001 (Ethics)
NDRB 7041 (Journal club)
NDRB 731X (Research)

NDRB 7041 (Journal club)
NDRB 731X (Research)

NDRB 731X (Research)

Fall	Spring	Summer

- Form dissertation comm. (Forms 5-6)
- First committee meeting (Form 7)
- Approve dissertation proposal (Form 8)
- 3rd year research talks
- Committee meeting (Form 9)

Year 4 — Year 5

NDRB 731X (Research) →

Fall	Spring	Summer	Fall	Spring	Summer

- Committee meeting (Form 9)
- Committee meeting (Form 9)
- 4th year talks
- Committee meeting (Form 9)
- Defend thesis (Forms 10-11)

Milestones Agreement Form

Neuroscience Ph.D. Program

This form informs students about the academic milestones that they will be expected to reach in order to earn their Ph.D. degree. Students are expected to reach each milestone within the specified time period in order to make satisfactory progress through the program. Students who are not making satisfactory progress may lose funding, be placed on academic probation, or be dismissed from the program. Pursuit of the Neurobiology Ph.D. degree entails a high amount of effort. It is a full-time job. As such, students in the Neuroscience Ph.D. Program should not keep outside employment.

Academic Advising

Upon entering the Neuroscience Ph.D. program, all students will be assigned an advisor. The advisor will be a member of the NDRB department. All students' first advisor will be the Graduate Advisor of Record, who is the chair of the Doctoral Studies Committee. Additional mentoring and preparation for the written 1st Year Colloquium Exams will be provided by the faculty teaching the core courses. Upon joining the laboratory of a faculty member of the Biology Department, each student will then have the principal investigator (PI) assigned as his/her advisor.

Academic advising includes the following elements that are designed to ensure that students remain in good academic standing and make satisfactory progress through the program:

- Ensuring that semi-annual reviews between student and advisor and/or supervising committee occur. In addition, all program students will meet individually with the GAR to obtain approval of course enrollment forms for the Fall and Spring semester. Note that program students who have selected a dissertation advisor will obtain that advisor's approval of their course enrollment form before meeting with the GAR.

- A student's selection of a dissertation advisor must be approved by the Neuroscience GAR and the Department Chair.

- Upon advancement to candidacy, program students will have convened a Dissertation Committee, and will meet with that committee at least twice each year: once during the Fall semester, and once during the Spring semester.

- Discussing the timetable for completing any remaining course requirements, examinations, and other requirements.

- Program students are normally expected to complete the Neuroscience PhD program within five years. Requests to extend this period of matriculation must be approved by the student's dissertation advisor, the members of the Dissertation Committee, the Neuroscience DSC, and the Department Chair.

Requirements for all Students in the Neuroscience Ph.D. Program

Required every year

- Attend Neuroscience Seminars
- Attend post-seminar lunches
- Attend fellow PhD dissertation defenses, symposia, and other program events

Year 1

Required Courses/Trainings

- Molecular Neuroscience (NDRB 5443 – Fall)
- Quantitative Biology (NDRB 6233 – Spring)
- Neurophysiology (NDRB 5453 - Spring)
- 1st Year Colloquium (NDRB 7041 – Fall and Spring)
- Neuroscience Journal Club (NDRB 7041 – Fall and Spring)
- Three research rotations in 2 or 3 different labs (NDRB 7571 – Fall and Spring)
- Electives (three 3-credit courses needed in total)*
- Doctoral Research (NDRB 721X - Summer)
- Responsible Conduct of Research training (through Office of Research Integrity)
- Training in the ethical treatment of animals (through LARC) and /or Human Subjects Research (through IRB)

Additional Requirements

- Lab rotation presentations
- Pass 1st Year Colloquium assessments
- Attend NDRB Trainee Development Workshops
- Complete an Individualized Development Plan (IDP) through the UTSA Graduate School Annual Review (required). We also recommend completing an IDP on Science Careers.

Forms

- Milestones Agreement (Form 1)
- Interim Program of Study (Form 2)
- Approval of Dissertation Supervisor (Form 3)

Year 2

Required Courses/Research

- Principles of Biological Scientific Writing (NDRB 7143 – Fall)
- Principles of Biological Scientific Teaching (NDRB 7113 – Spring)
- Neuroscience Journal Club (NDRB 7041 – Fall and Spring)
- Doctoral Research (NDRB 721X – Fall, Spring and Summer)
- Electives (three 3-credit courses needed in total)*

Additional Requirements

- Pass Oral QE. Oral exam is based on a written proposal (F31 format)
- Work with your Principal Investigator (PI) on your IDP through the UTSA Graduate School Annual Review (required) as well as through Science Careers (recommended)

Forms

- Completion of the Oral Qualifying Exam (Form 4)
- Application for Candidacy for the Doctoral Degree (Form 5)

Year 3

Required Courses/Research

- Ethical Conduct in Research (NDRB 5001)
- Dissertation Research (NDRB 731X in Fall, Spring and Summer)
- Neuroscience Journal Club (NDRB 7041 – Fall and Spring)

Additional Requirements

- Establish dissertation committee with an external member and approval of proposal (Fall)
- Dissertation committee meetings in the Fall and Spring semesters
- Oral presentation for 3rd year students in the NDRB PhD symposium (Fall)
- Submit research proposal for external funding (if you have not done so by now)
- Work with your PI on your IDP through the UTSA Graduate School Annual Review (required) as well as through Science Careers (recommended)

Forms

- Appointment of the Doctoral Dissertation Committee (Form 6)
- Application for Graduate Faculty Special Membership for outside committee member (Form 7)
- First Thesis Committee Meeting Form (Form 8)
- Dissertation Proposal Approval (Form 9)
- Thesis Committee Progress Form – used for committee meeting in the Spring (Form 10)

Years 4+

Required Courses/Research

- Dissertation Research (NDRB 731X – Fall, Spring and Summer)

Additional Requirements

- Dissertation committee meetings each semester
- Oral presentation during the 4th year in the NDRB PhD symposium (Spring)
- Work with your PI on your IDP through the UTSA Graduate School Annual Review (required) as well as through Science Careers (recommended)
- Defend thesis

Forms

- Thesis Committee Progress Form (Form 10)
- Final Program of Study (Form 11)
- Completion of Dissertation Requirements (Form 12)

* Electives should be completed within Years 1-2 (3-credit per course). First year electives provide foundational knowledge for research success and must be approved by the (GAR). Second year electives must be approved by the PI. An elective can be taken in Year 3+ if there are scheduling conflicts.

I have read this form and have had the opportunity to discuss the information contained in it with my advisor. I understand the academic milestones that I am expected to reach in order to successfully complete the Neuroscience Ph.D. program, as well as the expected timeline for completing these milestones.

Student's Signature	Date
Advisor's Signature	Date

Date: _____

To: **NEURO Doctoral Studies Committee**

From: _____
Student

RE: ***Request to Approve Doctoral Supervisor***

I wish to inform the NEURO - Doctoral Studies Committee that I have chosen

Dr. _____

to be my supervising Professor with his/her consent.

PI Funding Source _____

Signature _____
Ph.D. Student

Signature _____
Supervising Professor

Approved by:

Signature _____
NEURO-DSC Chair/GAR

Signature _____
Department of Neuroscience, Developmental & Regenerative Biology

UTSA The Graduate School
The University of Texas at San Antonio

COMPLETION OF QUALIFYING EXAM

STUDENT INFORMATION

_____ _____ _____
Name Program Name *Banner ID*

Passed Qualifying Exam: Written: _____ Oral: _____ Cumulative GPA: _____
Date *Date*

SIGNATURES OF QUALIFYING EXAM COMMITTEE MEMBERS

_____ _____ _____
Exam Committee Chair, Signature *Print Name* *Date*

_____ _____ _____
Exam Committee, Signature *Print Name* *Date*

_____ _____ _____
Exam Committee, Signature *Print Name* *Date*

_____ _____ _____
Exam Committee, Signature *Print Name* *Date*

_____ _____ _____
Exam Committee, Signature *Print Name* *Date*

DEPARTMENT

_____ _____ _____
Select *Print Name* *Date*

_____ _____ _____
Department Chair, Signature *Print Name* *Date*

COLLEGE

_____ _____ _____
Associate Dean of the College, Signature *Print Name* *Date*

THE GRADUATE SCHOOL

_____ _____
Vice Provost and Dean of The Graduate School, Signature *Date*

Form Updated 9.11.2023

UTSA The Graduate School
The University of Texas at San Antonio

APPLICATION FOR CANDIDACY FOR THE DOCTORAL DEGREE

STUDENT INFORMATION

Name _____ Banner ID _____

Anticipated Graduation Date _____ Degree Sought _____ Program of Study _____

Degree Name _____

Signature _____ Date _____

☐ Level of English proficiency is satisfactory ☐ Program of Study is satisfactory

☐ Scholarship to date is satisfactory ☐ Qualifying exam administered

Select _____ Print Name _____ Date _____

Select _____ Print Name _____ Date _____

Select _____ Print Name _____ Date _____

Select _____ Print Name _____ Date _____

Select _____ Print Name _____ Date _____

Select _____ Print Name _____ Date _____

DOCTORAL PROGRAM COMMITTEE RECOMMENDATIONS

Based upon this student's performance to date:

☐ We recommend that the student be advanced to candidacy ☐ We do not recommend advancement to candidacy at this time

Select _____ Print Name _____ Date _____

Department Chair, Signature _____ Print Name _____ Date _____

Associate Dean of the College, Signature _____ Print Name _____ Date _____

THE GRADUATE SCHOOL

Based on the College's recommendation, I hereby ☐ Approve ☐ Deny Candidacy.

Vice Provost and Dean of The Graduate School, Signature _____ Date _____

Form Updated 7.30.2024

UTSA The Graduate School
The University of Texas at San Antonio

APPOINTMENT OF DOCTORAL DISSERTATION COMMITTEE

Please Choose One: ☐ New appointment of committee ☐ Change of committee member(s)

STUDENT INFORMATION

_____ _____
Name *Banner ID*

_____ _____ _____
Program Name *Department* *Date*

Proposed Dissertation Committee:

			Graduate Faculty	If Applicable Membership Approved
Select	_____ *Print Name*	_____ *Department*	☐ Yes ☐ No	☐ Yes ☐ No
Select	_____ *Print Name*	_____ *Department*	☐ Yes ☐ No	☐ Yes ☐ No
Select	_____ *Print Name*	_____ *Department*	☐ Yes ☐ No	☐ Yes ☐ No
Select	_____ *Print Name*	_____ *Department*	☐ Yes ☐ No	☐ Yes ☐ No
Select	_____ *Print Name*	_____ *Department*	☐ Yes ☐ No	☐ Yes ☐ No
Select	_____ *Print Name*	_____ *Department*	☐ Yes ☐ No	☐ Yes ☐ No

DOCTORAL PROGRAM COMMITTEE RECOMMENDATIONS

☐ We recommend that the Dissertation Committee be approved ☐ We do not recommend that the Dissertation Committee be approved

_____ _____ _____
Select *Print Name* *Date*

_____ _____ _____
Department Chair, Signature *Print Name* *Date*

_____ _____ _____
Associate Dean of the College, Signature *Print Name* *Date*

THE GRADUATE SCHOOL

Based on the College's recommendation, I hereby ☐ Approve ☐ Deny the request.

_____ _____
Vice Provost and Dean of the Graduate School, Signature *Date*

Form Updated 3.6.2024

UTSA The Graduate School
The University of Texas at San Antonio

APPLICATION FOR GRADUATE FACULTY SPECIAL MEMBERSHIP

*THIS APPLICATION MUST BE FILLED OUT IN ITS ENTIRETY—PARTIAL APPLICATIONS WILL BE RETURNED TO DEPARTMENTS

I. APPLICANT

_____ _____
Full Name Requesting UTSA Department

_____
Requesting College

Status:
- ☐ Initial Appointment as a Special Member to the Graduate Faculty
- ☐ Reappointment as a Special Member to the Graduate Faculty
  Date of initial appointment: _____

Reason(s) for Application:
- ☐ Application to teach at the Master's level
- ☐ Application to teach at the Doctoral level and Master's level
- ☐ Application to serve on Master's committee(s)
- ☐ Application to serve on Doctoral and Master's committee(s)

Areas of Expertise: _____

II. JUSTIFICATION

Explanation of the department need for this Special Membership in the UTSA Graduate Faculty:

_____

III.CURRICULUM VITA

_____ _____
Current Position/Title Current Affiliation/Employer

Please attach a copy of a current Curriculum Vita.

APPLICATION FOR GRADUATE FACULTY SPECIAL MEMBERSHIP

a) Highest degree earned:_____

b) When and where obtained:_____

c) Discipline or area of specialization:_____

d) Is it a terminal degree in the applicant's field of expertise? ☐ Yes ☐ No

e) Is the applicant's degree the same field or discipline of the requesting department/program? ☐ Yes ☐ No

f) If 'NO' for d) or e), please explain the applicant's qualifications for special membership in the requesting department/program.

_____

_____

_____

g) **If 'NO' for d) or e), and the applicant intends to teach at the graduate level, please proceed to page 3.**

h) Is there a potential conflict of interest regarding the applicant (e.g., a UTSA Ph.D. serving on a former classmate's committee or a postdoc paid with grant money who serves on a committee with another member who controls his or her funding and employment)? ☐ Yes ☐ No

If 'Yes,' explain how the department will minimize or avoid the potential conflict of interest:

_____

_____

_____

IV. SIGNATURES & RECOMMENDATIONS

_____ Number of Department Graduate Program Committee members

_____ Vote (for/against)

_____ Date of Vote

APPROVALS

_____ *Graduate Program Chair, Signature*	_____ Print Name	_____ *Date*	☐ Approve ☐ Disapprove
_____ *Department Chair, Signature*	_____ Print Name	_____ *Date*	☐ Approve ☐ Disapprove
_____ *Associate Dean, Signature*	_____ Print Name	_____ *Date*	☐ Approve ☐ Disapprove

APPLICATION FOR GRADUATE FACULTY SPECIAL MEMBERSHIP: Course Qualifications Statements

Per SACSCOC guidelines, faculty credentials for teaching graduate courses require that the faculty member must have a terminal degree in the discipline they will be teaching or a closely related discipline. To comply with the guidelines, if the applicant wishes to teach graduate courses without the relevant terminal degree, they must explain their qualifications to teach EACH graduate course they intend to offer. In the spaces below, list the course(s) and provide brief statements explaining the applicant's specific qualifications to teach each of them.

If the applicant decides to teach a graduate course that is not listed on their initial application, please submit a revised one with the course qualification statements attached.

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

Revised 9/22/2023

Neuro PhD Progress Report for First Thesis Committee Meeting

The main agenda item for a student's first committee meeting is for the student, the Supervising Professor, and the Dissertation Committee to agree on a plan to successfully complete a PhD Dissertation. This includes an evaluation of the general scope of research, the approach taken, and an anticipated timeline for completion. The student should fill this form out and send it to the PI, committee and GAR before the meeting.

Student:

PI:

Thesis Committee:

Tentative Thesis Title:

Date of meeting:

1. DISSERTATION PROPOSAL

This should be at the level of a specific aims page with added details as needed (~1-2 pages). Please make sure you address: (1) What are the major goals and objectives of this project and (2) What experiments are planned to accomplish those objectives.

2. PROGRESS

Please outline what experiments have been performed to date (bullet point format)

-

3. CHANGES/PROBLEMS

Describe any major difficulties encountered to date and plans to resolve them.

4. ANTICIPATED PROGRESS IN THE NEXT REPORTING PERIOD

Please outline what you plan to do during the next six months to accomplish your goals and objectives (bullet point format). Please also outline publication and funding plans (if applicable).

-

5. TIMELINE

What is the current anticipated timeline for completing your dissertation?

6. PRODUCTS AND PRESENTATIONS (Provide aggregated list since entering the program, with most recent first. Provide anticipated date of submission for products in preparation.)

A. Manuscripts

B. Grants and Fellowships (submitted and funded)

C. Presentations

UTSA The Graduate School
The University of Texas at San Antonio

DISSERTATION PROPOSAL APPROVAL FORM

STUDENT INFORMATION

_____ _____
Name *Banner ID*

_____ _____
Department *College*

_____
Title of Dissertation Proposal

DISSERTATION COMMITTEE MEMBERS

_____ _____ _____
Select *Print Name* *Department*

_____ _____ _____
Select *Print Name* *Department*

_____ _____ _____
Select *Print Name* *Department*

_____ _____ _____
Select *Print Name* *Department*

_____ _____ _____
Select *Print Name* *Department*

_____ _____ _____
Select *Print Name* *Department*

DOCTORAL PROGRAM COMMITTEE ACTION

_____ _____ _____
Select *Print Name* *Date*

_____ _____ _____
Department Chair, Signature *Print Name* *Date*

_____ _____ _____
Associate Dean, Signature *Print Name* *Date*

THE GRADUATE SCHOOL

Based on the College's recommendation, I hereby ☐ Approve ☐ Disapprove Dissertation Proposal.

_____ _____
Vice Provost and Dean of The Graduate School, Signature *Date*

Updated Form: 9.11.2023

Neuro PhD Student Progress Report

This form should be filled out by the student and sent to the PI, the committee, and the GAR prior to the meeting.

Student:

PI:

Thesis Committee:

Tentative Thesis Title:

Date of meeting:

Have there been any changes to the proposal or timeline since the last meeting? YES NO
(If YES, please comment on changes below.)

1. DISSERTATION PROPOSAL
Please copy/paste from your previous meeting and update as needed. Note substantive changes by using a different colored font.

2. PROGRESS
A. Copy/paste your bullet point responses for Anticipated Progress from your last report. Please update your progress on each point (~1 sentence).

-

B. Please outline any additional progress here.

-

3. CHANGES/PROBLEMS
Describe any difficulties encountered during the last reporting period and plans to resolve them.

4. ANTICIPATED PROGRESS IN NEXT REPORTING PERIOD
Please outline what you plan to do during the next six months to accomplish your goals and objectives (bullet point format). Please also outline publication and funding plans (if applicable).

-

5. TIMELINE
What is the current timeline for completing your dissertation?

6. PRODUCTS AND PRESENTATIONS (Provide aggregated list since entering the program, with most recent first. Provide anticipated date of submission for products in preparation.)

A. Manuscripts

B. Grants and Fellowships

C. Presentations

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

Final Program of Study for the Doctor of Philosophy

Student Name: _____ Student ID: @

Program of Study for Doctor of Philosophy

Catalog: **2025-2027** Major: Neuroscience Concentration:

The following courses are required for the degree indicated below:

Core Courses (18 credit hours required)

Discipline and Number	Course Title	Credit Hours	Semester Taken	Grade	Use Towards Degree
NDRB 5001	Ethical Conduct in Research	3			
NDRB 5443	Molecular and Cellular Neurobiology	3			
NDRB 5453	Neurophysiology	3			
NDRB 6233	Quantitative Biology	3			
NDRB 7113	Principles of Biological Scientific Teaching	3			
NDRB 7143	Principles of Biological Scientific Writing	3			
NDRB 7571	Research Rotations	1			
NDRB 7571	Research Rotations	1			
				Total Credits:	**18**

Colloquia (8 credit hours minimum):

Discipline and Number	Course Title	Credit Hours	Semester Taken	Grade	Use Towards Degree
NDRB 7041		1			
NDRB 7041		1			
NDRB 7041		1			
NDRB 7041		1			
NDRB 7041		1			
NDRB 7041		1			
NDRB 7041		1			
NDRB 7041		1			
				Total Credits:	**8**

Doctoral Research and Dissertation (minimum of 44 credit hours required)

Discipline and Number	Course Title	Credit Hours		Grade	Use Towards Degree
NDRB 7211	Doctoral Research	1			
NDRB 7212	Doctoral Research	2			
NDRB 7213	Doctoral Research	3			
NDRB 7214	Doctoral Research	4			
NDRB 7215	Doctoral Research	5			
NDRB 7216	Doctoral Research	6			
		Total Research Credits			
NDRB 7311	Doctoral Dissertation	1			
NDRB 7312	Doctoral Dissertation	2			
NDRB 7313	Doctoral Dissertation	3			
NDRB 7314	Doctoral Dissertation	4			
NDRB 7315	Doctoral Dissertation	5			
NDRB 7316	Doctoral Dissertation	6			
		Total Dissertation Credits			
				Total Credits:	**44**

Electives (9 credit hours required)

These can be selected from any 5000-7000 level lecture courses with the approval of the Neuroscience Doctoral Studies Committee

Discipline and Number	Course Title	Credit Hours	Semester Taken	Grade	Use Towards Degree
				Total Credits:	**9**

TOTAL DEGREE CREDITS: **79**

*Minimum of 79 hours of courses with B or above.

**Indicates course used towards MS degree (maximum of 30 hours, comparable to core and elective courses).

Upon completion of the above requirements, in addition to meeting the University-wide requirements for all Doctoral degrees, the above named student has satisfied all requirements for Doctor of Philosophy in Neuroscience.

Supervising Professor's Signature _____ Date _____

Advisor of Record's Signature _____ Date _____

Signature _____ Date _____
Doctoral Program Committee Chairman

Signature_____ Date_____
Dean of College of Science

Signature _____ Date _____
Dean of Graduate School

NOTES:
Dissertation Committee: Chair: _____ Member: _____

Member: _____ Member: _____

Member: _____ Outside Member: _____

THE ORIGINAL COPY OF THIS FOR MUST BE FILED WITH THE REGISTRAR

---------- DO NOT WRITE BELOW THIS LINE ----------

Applied for degree	_____	Time Limit (8yr)	_____	Hours of A _____ x 4 _____	
Advanced to Candidacy	_____	Comprehensive Exam	_____	B _____ x 3 _____	
Admission Cleared	_____	Dissertation Filed	_____	C _____ x 2 _____	
				Total _____: GPA (3.0 min) _____	

UTSA The Graduate School
The University of Texas at San Antonio

CERTIFICATION OF COMPLETION OF DISSERTATION REQUIREMENTS FOR DOCTORAL DEGREE

STUDENT INFORMATION

_____ _____
Name *Banner ID*

_____
Dissertation Title (as it is to be listed on the student's official records)

Semester hours of credit to be awarded for dissertation: _____ Grade to be awarded for dissertation credit: _____

Date dissertation approved by committee: _____

Ph.D. in: _____

DISSERTATION COMMITTEE MEMBERS

Select	*Print Name*	*Date*
Select	*Print Name*	*Date*
Select	*Print Name*	*Date*
Select	*Print Name*	*Date*
Select	*Print Name*	*Date*
Select	*Print Name*	*Date*

DEPARTMENT

_____ _____ _____
Department Chair, Signature *Print Name* *Date*

COLLEGE

_____ _____ _____
Associate Dean of the College, Signature *Print Name* *Date*

THE GRADUATE SCHOOL

Based on the College's recommendation, I hereby ☐ Approve ☐ Deny the request.

_____ _____
Vice Provost and Dean of The Graduate School, Signature *Date*

OFFICE OF THE REGISTRAR

A] Credit and grade entered on student's record? _____ B] Dissertation title entered on student's record? _____

C] Graduation check updated? _____ D] Student notified?_____ E] Notes _____

Form Updated 9.11.2023

Appendix: Additional Forms

1. NDRB incentive funding program for applying to trainee fellowships/grants

2. NDRB trainee travel award guidelines

NDRB incentive funding (NIF) for applying for nationally competitive fellowships/grants
STUDENTS AND POSTDOCS

UG students, Graduate students and postdocs have an opportunity to receive a $500 bonus for applying for nationally competitive fellowships and grants. Financial incentives ($2,000) will also be provided to the trainee as well as the PI's lab who successfully obtain an externally funded fellowship or grant. The purpose is to encourage a culture in the NDRB department where our trainees and their mentors prepare and submit competitive application for national programs.

Eligibility and Instructions:

1. Submission of NIF application (pg. 2) must be made at the time of your initial application.
2. The fellowship application must be nationally competitive. To help trainees (and their PIs) in preparing fellowship applications, an annual workshop will be held.
3. Get feedback on a written draft from a Committee of Faculty Reviewers (see below) ***before*** submitting your nationally competitive fellowship application.
4. Submit your fellowship application to the funding agency and keep proof of submission. Proof of submission must include: (1) your name and PI's name, (2) the date and year, and (3) verification of receipt of the application by the funding organization (e.g., confirmation email).
5. Must agree to inform the Department Chair (email Janice.Marshall@utsa.edu) the outcome of the application. You do not need to have a successful application to receive the $500 bonus, just proof you submitted.
6. To receive the additional $2,000 bonus ($1,000 to the trainee and $1,000 to the PI's lab) for a successfully awarded fellowship or grant, you need to show proof of award (e.g., Notice of Award).
7. Doctoral students must be enrolled in the Neuroscience or DRS (formerly CMB) PhD program and be working in an NDRB faculty member's lab.
8. Postdocs, UG and Master's students must be working in an NDRB faculty member's lab.
9. Applicants are limited to 1 NIF per fiscal year (e.g., September 1, 2023-August 31, 2024).
10. New grant submissions or resubmissions can be eligible if you meet all eligibility requirements.
11. Due to stipulations from the Scholarships Office, international students will be subject to tax.
12. Any questions, email NDRB@utsa.edu.

Committee of Faculty Reviewers: a committee of at least 2 faculty members who have reviewed your proposal and provided feedback to make submitted proposals more competitive. For graduate students, your committee could be members of your doctoral dissertation committee, including your PI. For postdocs, your committee could be your PI and/or collaborating faculty. These faculty members do not have to be within NDRB or at UTSA but should have appropriate expertise to critique the application.

Incentive funds are subject to availability of funds in any year and are not necessarily guaranteed from year to year. NIF is funded by a combination of philanthropic and general operating funds of NDRB and is not funded through federal research funds. Program guidelines are subject to change at the discretion of the Department. Chair.

The University of Texas at San Antonio

UTSA Neuroscience, Developmental and Regenerative Biology

College of Sciences

NDRB Incentive Funding (NIF)
$500 Bonus for Application and $2000 for Funding

Instructions:

- Submission of this NIF application must be made at the time of your initial application
- The fellowship or grant application must be nationally competitive
- To this cover page, attach a copy of the application.
- Attach proof of submission: confirmation email, screenshot of online submission page, etc.

Submit for Review:
Janice.Marshall@utsa.edu. Questions may be directed to NDRB@utsa.edu.

Requirement to Receive NIF Award:

You must agree to notify the NDRB Office of the final decision from your fellowship application. I AGREE (sign here): _____

Applicant's information

Name: _____ Department: _____

abc123: _____

E-mail address: _____

Proposal information

Name of proposal: _____

Amount of proposal:_____Anticipated begin date:_____

Name of PI:

_____

PI/s signature: _____

Date: _____

Don't forget:

☐ To include a copy of the complete application

☐ To agree to tell us the outcome of the application

NDRB Trainee Travel Award Guidelines – updated March 25, 2024

UTSA graduate students, undergraduate students, postdocs and research staff can benefit from many opportunities to receive financial support for travel. If you need funding to attend a conference or for other research-related travel (e.g., learn a new technique in a collaborator's lab or attend a course/workshop), we encourage you to discuss with your PI and exhaust any research funds that can be used for the trip (startup, sponsored research, endowed chairs, etc). There may also be sources around campus, e.g., Graduate School Professional Development Awards and Postdoctoral Fellowship Travel Awards. Students and postdocs must apply for these awards prior to submitting an NDRB Travel Award request. To supplement these sources, NDRB will grant travel awards to eligible Students (UG, Masters, PhD), Postdoctoral Fellows and Research Staff.

Deadline: Applications for NDRB supplemental travel awards will be evaluated by the Department Chair and/ or a representative from the Trainee Development Committee in three cycles: Fall semester (**due Oct 1**), Spring semester (**due Mar 1**), and summer semester (**due Jun 1**). Outside of these deadlines, we will consider applications for NDRB travel awards on a case-by-case basis. Individuals can earn one *departmental* travel award per year from the last time the individual received an award (up to $1,000 maximum). Please note that the maximum *combined* award amount from the Graduate Professional Development Award/Postdoctoral Fellowship Travel Awards and the NDRB supplement is $1,500.

Scenario 1: $1,500 total award

- $750 - Grad Professional Development Award/Postdoctoral Fellowship Travel Award
- $750 – NDRB supplemental travel award

Scenario 2: $1,500 total award

- $500 - Grad Professional Development Award/Postdoctoral Fellowship Travel Award
- $1,000 – NDRB supplemental travel award

Scenario 3: $1,250 total award

- $250 - Grad Professional Development Award/Postdoctoral Fellowship Travel Award
- $1,000 – NDRB supplemental travel award

Scenario 4: $1,000 total award

- $0 - Grad Professional Development Award/Postdoctoral Fellowship Travel Award
- $1,000 – NDRB supplemental travel award

To apply for students:

- Email your CV, scientific abstract, NDRB Travel Funds Request Form and letter of support from your supervising faculty member to Janice.Marshall@utsa.edu
- Student must be in the DRS/Neuroscience Ph.D. program or working in the lab of a NDRB primary faculty member
- Student must be in good academic standing
- Student must be the presenting author* on a scientific abstract at the meeting for which you are requesting an award. **If you are not the presenting author of a scientific abstract, please attach a strong justification from your PI (e.g., financial hardship, etc).*
- Other research-related travel: please attach a strong justification from your PI

To apply for postdocs:

- Email your CV, scientific abstract, and NDRB Travel Funds Request Form to Janice.Marshall@utsa.edu
- Postdoc must be working in the lab of a NDRB primary faculty member

- Postdoc must be the presenting author* on a scientific abstract at the meeting for which you are requesting an award **If you are not the presenting author of a scientific abstract, please attach a strong justification from your PI (e.g., financial hardship, etc).*
- Other research-related travel: please attach a strong justification from your PI

To apply for research staff:

- Email your CV, scientific abstract, and NDRB Travel Funds Request Form to Janice.Marshall@utsa.edu
- Research staff must be working in the lab of a NDRB primary faculty member
- Research staff must be the presenting author* on a scientific abstract at the meeting for which you are requesting an award **If you are not the presenting author of a scientific abstract, please attach a strong justification from your PI (e.g., financial hardship, etc).*
- Other research-related travel: please attach a strong justification from your PI Examples of

allowable expenses for travel awards (must submit itemized receipts for all reimbursements):

- Registration fee* *(*note that membership fees cannot be reimbursed using these funds)*
- Airfare – economy airfare to/from the conference
- Transportation – to/from airport, hotel, conference site
- Lodging & Meals – per UTSA/COS guidelines
- Receipts should be submitted within 60 days of purchase/travel
- International travel – note additional rules/guidelines may apply

Any questions, email Janice.Marshall@utsa.edu.

Travel funds are subject to availability of funds in any year and are not necessarily guaranteed from year to year. Travel funds are funded by a combination of philanthropic and general operating funds of NDRB and is not funded through federal research funds. Travel fund guidelines are subject to change at the discretion of the Department Chair.