

# **Graduate Student Travel Funding Application**

## **Academic Year 2011-2012**

The purpose of Graduate Student Travel Funding is to provide financial assistance to students who have been given the opportunity to present their research projects at conferences, symposiums, etc. The project being presented must be the result of work fulfilling the research requirement for the student's graduate program (thesis or seminar/degree paper).

- The average award per student is \$200, although many situations will result in slightly smaller or slightly larger award amounts (not to exceed \$300).
- All travel funding awards are transferred directly into the budget of the academic department through which the student is working. It is the responsibility of the Department Head to ensure that these funds are available to the student.
- If more than one student in a department or program will be attending the same conference, funding applications should be submitted together.
- Applications (see next page) must be submitted to the Graduate College at least two weeks prior to travel. Funding will not be awarded post-travel.

Please Note: Students who receive travel funding awards are also expected to present their research at the Graduate College Interdisciplinary Research Forum in the spring.

# APPLICATION FOR GRADUATE STUDENT TRAVEL FUNDING

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Last Name	First Name	MI	M-number
Email Address		Advisor Name	
Degree Program		Projected Graduation Date	
Name of Conference	Location	Date(s) of Attendance	
Title of Research Presentation			

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1. Are you the sole investigator on this research project:  Yes  No  
If no, explain your role in the research project. \_\_\_\_\_
2. Are you the person, or among the persons, formally invited to present the research findings?  Yes  No  
If no, explain your role in the presentation. \_\_\_\_\_
3. This project is the result of a: Thesis      Seminar/Degree Paper      (check one)
4. Will other students from your department also be attending this conference?  Yes  No  
If yes, list student names. \_\_\_\_\_
5. How many credit hours will you be taking during the semester in which travel will take place? \_\_\_\_\_
6. Are you receiving other financial support for this trip? Yes  No   
If yes, please give source and amount. \_\_\_\_\_
7. Itemize your projected travel budget. Amounts should be as accurate as possible. (Please note, if several students are attending the same conference some cost sharing is expected and your budget should be adjusted accordingly.)  
Transportation \$ \_\_\_\_\_ Lodging \$ \_\_\_\_\_ Meals \$ \_\_\_\_\_  
Miscellaneous: \_\_\_\_\_ \$ \_\_\_\_\_  
  
TOTAL CONFERENCE TRAVEL EXPENSES      \$ \_\_\_\_\_
8. Attach an abstract of the research project.
9. Attach a letter of support from your research advisor. Your advisor should, 1) explain how this project fulfills the thesis or non-thesis (seminar/degree paper) research requirement for your degree; 2) address the value of the research to the field; and 3) describe your role in the research project and presentation.
10. Attach evidence that this project has been accepted for presentation at the conference (invitation/acceptance letter, copy of the conference schedule, etc.)

Submit application and supporting materials to the Graduate College, Carrington Hall 306.  
**Applications must be received at least two weeks prior to date of travel.**