



APPLICATION FOR A GRADUATE SCHOOL STUDENT TRAVEL GRANT

To apply for a grant, carefully complete this form (*must be typed to be considered*), print it out, obtain the necessary signatures, and bring completed forms to The Graduate School office on the 4th floor of Madison Hall. Applications will be considered on the dates posted on The Graduate School website. Students receiving grants will be notified by e-mail. Please submit one form per student requesting funding. Students may only receive one travel grant in a given academic year.

Student Name: _____

Student ID Number: _____

Email: _____

Graduate Program: _____

Graduate Program Director: _____

Faculty Supervisor/Advisor (*of project/work presented*): _____

Authors' names, in order, as they appear in the bibliographic reference:

Title of Presentation, Poster or Creative Work:

Type of activity (*for example: presentation, poster, performance*): _____

- Yes, this presentation, poster or creative work has been accepted.

Name of conference: _____

Conference location (*city, state, country*): _____

Date of Conference/ Travel dates: _____

I am applying for a:

Online/Virtual Conference Registration Fee: \$ _____

- Regional Travel Award: **\$200**

For travel to the District of Columbia, Maryland, North Carolina, Virginia, and West Virginia.

- National Travel Award: **\$500**

Travel within the United States (not including Hawaii and Alaska) to states that are not listed in the regional travel guidelines.

- International Travel Award: **\$700**

Travel outside of the United States and in Hawaii and Alaska.

Abstract(s): Include a brief abstract (no more than 250 words) of each project to be presented at the conference, meeting or competition. If you are presenting more than two projects, you may submit additional abstracts in MSWord.

Describe the **significance** of your project, exhibition or performance on your area of study:

In addition to your project presentation, what other activities will you be doing while in attendance? Please note any leadership roles that you have in the organization and the impact of participation on your **professional development** as a graduate student in your discipline.

Affirmations and Approvals:

By signing below, the graduate student agrees to:

1. Notify TGS as soon as possible if they no longer anticipate or do not make their presentation.
2. Work with the fiscal technician in their graduate program to ensure that all travel authorizations and reimbursements are processed according to university rules and regulations. Travel grant funds are transferred to your academic department and you are reimbursed according to your award amount by your department once you return and complete travel reimbursement paperwork.

Student signature: _____ Date: _____

By signing below, the faculty supervisor agrees to assist the student in developing a high-quality professional product.

Name of Faculty Supervisor: _____

Signature: _____ Date: _____

Name of Graduate Program Director: _____

Signature: _____ Date: _____

By signing below, the Academic Unit Head (School Director/Department Head) agrees to provide support for the disbursement of funds according to university policy and agrees to return any funds not distributed to the student back to TGS.

Name of Academic Unit Head: _____

Signature: _____ Date: _____

Contact Information for Fiscal Technician/Administrative Support Specialist responsible for processing travel reimbursement paperwork:

Name: _____ Email: _____