

## CONFERENCE TRAVEL AWARD APPLICATION FOR PRE-CANDIDACY PH.D. STUDENTS

**ELIGIBILITY:** Only graduate students enrolled in a Ph.D.-granting program who have **not yet** advanced to Ph.D. candidacy at the time of application and are actively participating in a conference (i.e., presenting a paper or poster, or leading a discussion on their research) are eligible. Students are limited to one conference travel award per fiscal year (July 1-June 30). Students attending conferences during the academic year must be registered at the time of the conference.

**TERMS OF THE AWARD:** The Graduate School will provide 70% of the total expense, or \$525.00 for domestic travel, whichever is less (up to \$700 for international travel). The applicant's department is responsible for providing the remaining 30%. If the student has received a non-departmental grant for travel, this amount must be deducted from the expense prior to allocations.

**REIMBURSEMENT:** Save all detailed original expense receipts. NO ALCOHOL OR SNACK expenses will be reimbursed. When you return from your trip submit all receipts to your DGSA/PI for processing. The processor must submit reimbursement no later than 30 days from the date of your return in order for you to receive reimbursement.

**TRAVEL AWARD APPLICATION PROCEDURE:** Students must complete and submit the following travel award application 30 days prior to their conference. The application must be signed by the Director of Graduate Studies in your department, which also indicates the department's commitment to provide support of up to 30% of the total expenses. If the applicant's department cannot commit to providing support, the award application will not be approved. The application form must be accompanied by a 1). A brief letter of intent and 2). The submitted abstract of the paper or poster being presented. Once complete, submit all documentation to your department administrator, DGSA, or PI for processing.

Name \_\_\_\_\_ DUID \_\_\_\_\_ Email \_\_\_\_\_

Department \_\_\_\_\_

Will you be registered full-time at time of conference? \_\_\_\_\_ Conference Dates: \_\_\_\_\_

Have you received a Conference Travel Award in the current fiscal year? \_\_\_\_\_

Title/Topic of paper you will be presenting \_\_\_\_\_

Conference title \_\_\_\_\_

**Expense Details:**

Registration fee \$ \_\_\_\_\_ Airfare \$ \_\_\_\_\_ Lodging \$ \_\_\_\_\_ Meals \$ \_\_\_\_\_

Total Requested \$ \_\_\_\_\_ Other Awards \$ \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Application Date: \_\_\_\_\_

Departmental Endorsement: This student is endorsed by his/her department & will receive 30% of the allowable expenses from the department. Please give expected departmental fund code. # \_\_\_\_\_

Director of Graduate Studies \_\_\_\_\_ Date: \_\_\_\_\_

