

Graduate Student Travel Grant

-- Guidelines and Instructions --

The Graduate School and the College of Education annually allocate funds to supplement departmental financial support for students' professional advancement. **These funds are intended to assist graduate students who have completed a substantial portion of their graduate course work to present results from their research at professional meetings and to present their creative work in professional venues (proposed activity must have been accepted by an association or professional venue to be eligible for travel funds).** These funds are overseen in the College of Education by the Associate Dean for Undergraduate and Graduate Studies.

Students must complete sections 1 through 4 of the application, have their advisor complete section 5, and then submit to the Department Head to secure some monetary contribution. Once sections 1-6 have been completed, the Department should submit the application to Heather Decker in 241 Chambers Building. Applications will be reviewed based on the significance of the student's research and the importance of the conference as defined by the student's Thesis Advisor. Once a decision has been made, an email confirming the amount awarded will be sent to the graduate student. The Department Budget Clerk will be sent updated spreadsheets throughout the year depicting the status of those awarded funding within their department.

Graduate students should seek assistance from the budget clerk in their department on how to secure these funds before making final travel arrangements. **Travel reimbursement requests must be submitted to the budget clerk WITHIN ONE WEEK of the student's return from the conference.**

If you have any questions regarding the Graduate Student Travel Grant process, please contact our office (814) 863-1489.

NOTE: Sections 1-6 MUST be completed before submitting to the Associate Dean's Office for approval. Incomplete applications will be returned.

COLLEGE OF EDUCATION
GRADUATE STUDENT TRAVEL GRANT APPLICATION

241 Chambers Building
University Park, PA 16802
(814) 863-1489

This is a fill & print form. **Students please complete Sections 1 through 4, print out and give to your Advisor. Your advisor will review and complete Section 5, and submit to the department head (Section 6) for consideration.**

Section 1: APPLICANT INFORMATION (please print)

Last Name	First Name	PSU ID#
Street Address		Telephone Number
City	State	E-Mail Address
Graduate Major		Degree Sought
Citizenship/type of visa <i>(if applicable)</i>		Ethnicity <i>(optional)</i>
Number of credits enrolled during current semester: _____		
Is your course work complete? <input type="radio"/> Yes (date): _____		
<input type="radio"/> No (anticipated date of completion): _____		
Date Candidacy taken (scheduled): _____		Date of Comprehensive Exam: _____
Have you received a Graduate Student Travel Grant support for the current academic year? <input type="radio"/> Yes		
<input type="radio"/> No		
If you answered YES , how many times have you been awarded Travel Grant funds this academic year?		_____

Section 2: ESTIMATED BUDGET FOR TRAVEL

Transportation costs:	_____	modes of transportation: _____
Lodging costs:	_____	(\$_____ per day for _____ days)
Food and incidentals	_____	
Registration fee (if applicable)	_____	
Total Requested:	_____	

Section 3: CONFERENCE INFORMATION

Conference Name: _____

Dates of Travel:

departure date: _____

return date: _____

Location of Conference: _____

Nature of Conference:

☐ Main meeting of discipline/field

☐ Specialized topic

☐ Conference for special purpose (not annual)

☐ Professional/non-academic

Section 4: PURPOSE OF TRAVEL

Check appropriate purpose and complete corresponding section:

Paper Presentation ☐

Panelist ☐

Poster Session ☐

Other (describe below) ☐

Paper Presentation / Poster Session:

Title of paper/poster session: _____

Degree of involvement: Author ☐ Co-Author ☐ Commentator ☐

Will your presentation be based on your thesis work? Yes ☐ No ☐

If "YES," please answer the following:

Anticipated date for completion of thesis: _____

Thesis title/subject: _____

Level of thesis work reflected by presentation

☐ Preliminary study

☐ 50-60% progress

☐ Final result

If "NO," what is the basis for the presentation?

Panelist or Other Purpose: If you are not presenting a paper or poster session, complete the questions below.

Are you a participant in a special graduate activity?

☐ Yes

☐ No

Describe your purpose for attending:

Signature of Graduate Student

Date

Section 5: THESIS ADVISOR APPROVAL

Rate the following on a scale of 1 (low) to 5 (high):

Significance of the event for which funding is requested in the student's field: _____

Priority of the student's research and presentation: _____

Comment about the significance of the student's research and presentation:

I recommend that this student be considered for the Graduate Student Travel Grant based on his/ her previous record and the present status of their research.

Thesis Advisor Signature

Date

Section 6: DEPARTMENT APPROVAL

Department contribution:

\$ _____

Dept. Head/Graduate Officer Signature

Date

Section 7: ADMINISTRATIVE APPROVAL

College of Education contribution (412-02)

\$ _____

Graduate School contribution (212-37)

\$ _____

Multicultural Programs (212-03)

\$ _____

Signatures:

Associate Dean for Undergraduate and Graduate Studies

Date

Assistant Dean, Multicultural Programs

Date