

PROCEDURES FOR TRAVEL SUPPORT FOR STUDENT PRESENTATIONS

1. Students are responsible for completing the application and obtaining all signatures from their Faculty Sponsor and their College Dean.
2. A completed application, with all required attachments, must be submitted to the Office of Graduate Studies, Administration 710, at least one month prior to the planned trip.
3. Applications without the necessary attachments will not be considered (i.e. applicant statement, letter of recommendation, abstract of presentation, and verification of acceptance at an international, national, or regional conference).
4. Applications will be reviewed upon submission and awards will be made until all funds are expended.
5. After the review of the application, the Faculty Sponsor and student will be notified electronically of the decision.
6. **BEFORE THE TRIP BEGINS:** Students **MUST** complete a Request for Travel and Breakdown of Expenses form and forward to the Office of Graduate Studies, Administration 710, **within 10 business days of notification. PLEASE NOTE THAT IF A REQUEST FOR TRAVEL FORM IS NOT SUBMITTED, THE OFFICE CANNOT GUARANTEE THAT SUPPORT WILL BE PROVIDED.**
7. **UPON COMPLETION OF TRAVEL,** a Travel Claim form **MUST** be completed and submitted to the Office of Graduate Studies, Administration 710.
8. Finally, a one-page report describing your presentation (i.e. number of attendees, summary of evaluation comments if any, etc.) **must be submitted electronically** to the Office of Graduate Studies at the same time you submit the Travel Claim form.

SELECTION CRITERIA FOR TRAVEL SUPPORT FOR STUDENT PRESENTATIONS

1. The student is the presenter of a paper (oral or poster) at a regional, national, or international conference. Only one author of a co-authored paper is eligible to receive funding from this program.
2. The conference is one that will provide the student with an opportunity to further their educational objectives. Please clearly state the objectives in the applicant statement.
3. Student has not had previous support for travel, nor is he/she a participant in a program that provides funds for travel to a professional meeting.
4. Student must be enrolled during the term funds will be used to travel.

