

THE GRADUATE COLLEGE
GRADUATE STUDENT TRAVEL FUND

Purpose: The Graduate Student Travel Fund was established to support graduate students engaged in independent scholarly research, scientific inquiry, inventive technology, and artistic/creative activity.

The Graduate Student Travel Fund supports graduate student travel to meetings or events sponsored by professional organizations for the purpose of reporting the results of research, exhibiting or performing creative works, or otherwise disseminating results of their scholarly activity. This fund does not cover conference attendance for other purposes (e.g., as a non-presenting attendee or workshop participant), nor to present the findings of another's scholarly work. *The applicant for a Travel Grant must have been the sole or principal investigator (the Awards & Fellowships Committee understands that University policies governing research precludes students from being listed as the principal investigator), author, or performer of the research project or artistic/creative activity and must have been the person invited or selected to make the presentation.*

To be eligible for a grant from the Graduate Student Travel Fund, an applicant must be: a) regularly admitted to a graduate degree program; b) in good academic standing; c) enrolled for at least six hours in the semester or for at least three hours in the session that the presentation or travel takes place (students on "continuous enrollment" status are exempt from this requirement); and d) the sole or principal investigator and the invited presenter.

Applicants whose research involves human subjects, animals, and/or bio-safety requirements must provide documentation of prior approval of the research proposal by the appropriate University review body.

A graduate student is eligible to receive a maximum of two research/travel grants while enrolled in any degree program at Western Michigan University.

Grants will range up to \$600.00 for those applicants selected for funding. The amount will depend, in part, on the number of applications received and the budget available and, in part, on the priority given the application by the selection committee. Normally, preference is given to applications submitted before the travel has been completed. *Applicants should be aware that not all applications may be selected for funding and that not all applicants may receive the amount of funding requested.*

Incomplete applications will be returned to the applicant without being reviewed. A resubmitted application will be accepted only during the next deadline period. The application must be typed or legibly handwritten. Provide all requested documentation and commentary.

Submit *eight copies* of the application, *plus the original*, to The Graduate College, 260-W Walwood Hall, before 5 p.m. on the deadline day.

Deadlines: September 15, November 01, and March 15

Please note: you will receive confirmation by mail regarding award status, approximately four weeks after the application deadline date.

Graduate Student Travel Grant Application

Name (Last, First) _____

WIN Number _____

Local Address _____

City _____

State _____

Zip Code _____

Email Address _____

Degree level: master's specialist doctoral

Program of Study (Curriculum) _____

Department _____

• Title of Project: _____

• Indicate the type of activity in which you will engage.

Panel Presentation

Paper Presentation

Poster Presentation

Artistic Performance

Artistic Demonstration

Other (Please specify): _____

Please explain your responsibilities in the above activities and the length of time allocated for your presentation, performance, or exhibit.

• Did your project involve human subjects or animals or bio-safety requirements?

yes (If so, attach a copy of your approval letter from the appropriate University body that reviewed your research proposal. This documentation is absolutely required.)

no

- Amount of grant support requested? _____ (\$600.00 maximum)

Please itemize your travel budget. Do not guess at costs; have costs confirmed by the providers.

Allowable Expenses

Transportation (airfare)	\$ _____
Transportation (ground)	\$ _____
Parking	\$ _____
Meals (max: 3 days at \$34 per day)	\$ _____
Lodging (max: 2 nights)	\$ _____
Registration Fee	\$ _____

It is presumed that the combination of support received from the Graduate Student Travel Fund and any other source(s) will not exceed the total expense.

- Indicate the semester(s)/sessions(s) the travel will take place.

<input type="checkbox"/> Fall	<input type="checkbox"/> Summer I
<input type="checkbox"/> Spring	<input type="checkbox"/> Summer II

- Indicate the number of credits you will elect during the semester(s)/session(s) the travel takes place?

- Identify the name, place and dates of the conference/meeting where you will present/perform/exhibit.

ATTACHMENTS

Please enclose the following attachments to your application.

A: Submission Materials

1. Copy of the call for papers/performers/exhibitors
2. Copy of materials submitted to the sponsoring organization for selection
3. Letter of Invitation from the sponsoring organization to present/perform/exhibit

B: Description of Presentation/Performance/Exhibition

1. An abstract, program notes, or other concise description of your presentation, performance or exhibition.*
2. A background statement that places your project in context within your discipline, including a summary of relevant works by others in the field and bibliographic references if appropriate (please include a bibliographic page for works cited).

*Your description should not simply replicate attachment A2. Instead, please target your description to a general scholarly audience rather than a specialist in your field. The Awards and Fellowship Committee is composed of faculty representing each of the University colleges, the Dean of The Graduate College or designee, and a student representative from the Graduate Student Advisory Committee. While their collective wisdom is extensive, it is not comprehensive regarding each of the disciplines represented in the University. Thus, the Committee relies upon the information contained in your description in making their funding determinations. Attachment B1 & 2, excluding the bibliographic page, should not exceed 3 pages.

Advisor Evaluation

Please have your advisor complete the evaluation form.

THE GRADUATE COLLEGE
ADVISOR EVALUATION FORM
GRADUATE STUDENT TRAVEL FUND

Please rank the application/applicant in the following categories by placing a score in the appropriate space. (1 = low, 5 = high) **NOTE: USE WHOLE NUMBERS ONLY**

Significance of the project to the advancement of the discipline _____

Significance of the project to the student's professional development _____

Extent of the student's participation in presenting/performing/exhibiting his/her work before the sponsoring organization _____

Importance of the conference or meeting in relation to others within the discipline _____

Identify and rate the selection process utilized by the sponsoring organization
(1 = open acceptance, 5 = highly selective)

- Blind review _____
- Panel review _____
- Special invitation _____
- Non-refereed _____
- Other: Please specify _____

Identify and rate the scope of the conference

- International _____
- National _____
- Regional _____
- State _____
- Local _____
- Other: Please specify _____

Reasonableness of the requested funding amount _____

Overall support for the project _____

Please provide below any additional comments relevant to the Committee's deliberations.

Advisor's Name (please print)

Advisors Signature

Date

The Awards and Fellowship Committee is composed of faculty representing each of the University colleges, the Dean of The Graduate College or designee, and a student representative from the Graduate Student Advisory Committee. While their collective wisdom is extensive, it is not comprehensive regarding the selection processes for presentations, performances, or exhibits from each of the disciplines represented within the University. Thus, the Committee relies upon the information contained in the advisor's evaluation in making their funding determinations. The more complete and sharply objectified the evaluation, the more help is provided the selection committee.