



## SCHOOL OF PUBLIC AFFAIRS AND ADMINISTRATION (SPAA) GRADUATE STUDENT TRAVEL FUND

**Note:** This fund is similar to the Graduate Student Travel Fund provided by the Graduate College. The SPAA fund has differences in the eligibility area, the funding area, and a “funds available” condition.

**Purpose:** The SPAA Graduate Student Travel Fund was established to support graduate students engaged in independent scholarly research, scientific inquiry, inventive technology, and artistic/creative activity. The SPAA 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 SPAA Travel Grant must have been the sole or principal investigator (the review committee understands that University policies governing research may preclude 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.*

**Eligibility:** To be eligible for a grant from the SPAA Graduate Student Travel Fund, an applicant must: (a) be **regularly admitted** to the MPA or PhD graduate degree program in the School of Public Affairs and Administration; (b) be in **good academic standing**; (c) have **successfully completed** at least 24 credit hours in the student’s approved current WMU MPA program or more than 12 credit hours in the student’s current WMU PhD program; (d) be **enrolled in at least 3 credit hours in the semester that** the presentation or travel takes place; and (e) be the sole or principal investigator and the invited presenter, with notification of conference presentation acceptance. Applicants whose research involves human subjects, animals, and/or hazardous materials must provide documentation at the time of application of prior approval of the research proposal by the appropriate University review body; applications will not be considered without this documentation.

**Funding and Funds Available:** Grants will range up to \$700. Students must apply first to the WMU Graduate Student Travel Fund and provide proof of that application with the decision of the award. Note: The WMU Graduate Student Travel Fund application dates may differ from those of the SPAA Graduate Student Travel Fund. The total amount of funds awarded by both the WMU Graduate Student Travel Fund and the SPAA Graduate Student Travel Fund may not exceed the costs of attending the conference or purpose of the requested funds. A denial from the WMU Graduate Student Travel Fund does not necessarily mean a denial from the SPAA Graduate Student Travel Fund. Also, an approval from the WMU Graduate Student Travel Fund does not guarantee an approval from the SPAA Graduate Student Travel Fund. Any amount awarded 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 review committee. *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. Application for the travel fund in SPAA must be made prior to the actual travel occurring.*

A SPAA graduate student may receive a maximum of two research or travel grants per degree program while enrolled at Western Michigan University. A grant must be disbursed during the academic year in which it is awarded.

**Application:** Applicants must use the SPAA Graduate Student Travel application form. (Download and submit hardcopy, U.S. or WMU campus mail.) Except for the student’s signature, the application should not be handwritten. Incomplete applications or applications on forms from previous academic years will

be returned to the applicant without being reviewed. Applications may be resubmitted but only during the next deadline period. Applicants must sign the application and provide the following attachments.

**Attachments:** In order to complete your application, please include and label (e.g., A1, A2, etc.) the following required attachments:

**A: Submission Materials**

1. Copy of the call for papers/performers/exhibitors (if necessary, contact the conference organizers to obtain this)
2. Copy of materials submitted to the sponsoring organization for selection
3. Letter of invitation from the sponsoring organization to present/perform/exhibit. We must have proof that your participation in the sponsored event is confirmed at the time of this application.

**B: Description of Presentation/Performance/Exhibition (4 pages maximum)**

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 bibliographical references if appropriate (please provide references for all works cited).

**Please be advised that the Director of the School of Public Affairs and Administration may confer with other SPAA faculty to determine the appropriateness of the award and the academic status of the graduate student.**

To apply, submit one signed original application (do not include this information page) plus one photocopy, including all attachments, to Dr. Udaya Wagle in the School of Public Affairs and Administration (SPAA), Western Michigan University, 221 E. Walwood Hall, Kalamazoo, MI 49008-5440. Application must be received prior to 5 p.m. on the deadline date given below.

**Fall Deadline 1 (for travel September-December):** October 15

**Spring Deadline (for travel January-April):** February 15

**Summer Deadline (for travel May-June):** April 15

Applicants will receive confirmation by mail regarding award status approximately two weeks after the application deadline date (not after the date the application is submitted).



# SPAA Graduate Travel Grant Application

Dr. Udaya Wagle  
School of Public Affairs and Administration  
Western Michigan University  
221 E. Walwood Hall  
Kalamazoo, MI 49008-5440  
(269) 387-8930

Please fill in all information requested (do not hand-write responses)

Name (Last, First) \_\_\_\_\_ WMU WIN Number \_\_\_\_\_

Local Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

Degree level:

☐ MPA ☐ PhD

Indicate the award deadline for which you are applying: Year \_\_\_\_\_  
☐ October 15 ☐ February 15  
☐ April 15

Graduate Program (Curriculum): \_\_\_\_\_

Department: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Indicate the type of activity(ies) in which you will engage:

- ☐ Panel Presentation  
☐ Paper Presentation  
☐ Poster Presentation  
☐ 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, animals, or hazardous materials?

- ☐ 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 U.S. travel grant support requested? \$ \_\_\_\_\_ (\$700 maximum)

Amount of international travel grant support requested? \$ \_\_\_\_\_ (\$600 maximum)

Indicate the semester or session the travel will take place.

- ☐ Fall ☐ Spring ☐ Summer I ☐ Summer II

Indicate the number of credits you will elect during the semester or session the travel takes place. \_\_\_\_\_

Please itemize your travel budget. Do not guess at costs; have costs confirmed by the providers. Give all expenses for each category, even if the total exceeds the maximum grant amount.

Allowable Expenses

Transportation (airfare)      \$ \_\_\_\_\_

Transportation (ground)      \$ \_\_\_\_\_

Parking      \$ \_\_\_\_\_

Meals      \$ \_\_\_\_\_ (maximum: 3 days at \$45 per day)

Lodging      \$ \_\_\_\_\_ (maximum: 2 nights and \$400 limit)

Registration Fee      \$ \_\_\_\_\_

The combination of support received from the SPAA Graduate Student Travel Fund and any other source(s) must not exceed the total expense. Please list here any other funding (source and \$) you have received for this travel:

Use IRS mileage rate for use of personal vehicle for travel—rate will adjust yearly.

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

Please identify (give URL) the official conference website if there is one.

**PAYMENT OF AWARD**

SPAA Graduate Student Travel Grants are paid directly to the recipient's University account after submitting all the required documentation (see application and attachment sections). Expenses for academic research and travel are not considered tax-deductible "qualified education expenses" (see IRS Publication 970, "Tax Benefits for Education," chapter 1). As such, any grant you receive is considered taxable income. Also, if you have received student loans during the semester in which you apply for this grant, any grant you receive may be partially directed to paying back your student loan(s).

Please indicate below whether or not you will have student loans during the semester of the travel dates:

☐ Yes      ☐ No

Please indicate if you are currently receiving tuition and/or other educational expense support from a third party, including foreign governments:

☐ Yes      ☐ No

If yes, please provide proof of authorization to receive this award.

**SIGNATURE OF AGREEMENT**

By my signature in the space below, I affirm that I have truthfully completed this application as accurately and completely as possible. I also accept and acknowledge all conditions of the award for which I am applying, and acknowledge that I must meet all conditions for eligibility, **including required enrollment**, in order to receive an award from the SPAA Graduate Student Travel Fund.

Electronic signatures are **not** permitted.

Student Signature

Date

**For the School of Public Affairs and Administration Use Only**

Date Received:

Date Scanned:

Decision Date:

Amount: \$

Date Email sent:

Date follow up letter sent if **yes**:

Date follow up letter sent if **no**

(to include protocol, missing materials, etc.)

Date final report received:

Date reimbursement processed: