

Funding Request Form for Graduate Student Travel to Professional Conferences

Department of Political Science graduate students are eligible for up to \$500 in funding for one conference per academic year. Priority will be given to proposals from students who have passed comprehensive examinations, with other requests evaluated on a competitive basis. Priority will also be given to students who have not received conference funding from the Department in the prior academic year. Only in unusual circumstances will students receive more than one departmental award in an academic year. Progress toward completion of the degree, good standing in the graduate program, the merit of the proposal, the reputation of the conference, attendance at graduate student professionalization seminars, and other relevant factors will be considered in making funding decisions.

Requests for conference funding must be submitted to the Graduate Program Coordinator no later than September 30 (for fall and winter conferences), January 30 (for spring conferences), and July 15 (for APSA), with funding requests submitted before the deadline prior to the conference date.

Graduate students are encouraged to apply for a Graduate Student Support Grant from the College of Liberal Arts and Social Sciences, Graduate Student Travel Grant from Toulouse Graduate School, and/or funding from the associations hosting the conferences.

Graduate students must submit **electronically** to the Graduate Program Coordinator -
this completed funding request form,
the signed application form from the other funding source (if applicable),
and a copy of the student's curriculum vitae.

Shortly after each deadline, the Graduate Studies Committee will review requests for conference funding and approve or reject each application. The Chair will make the final determination of funding, based on available resources, typically awarding up to \$500 per accepted application.

If approved, students must complete and submit the Request for Travel Funds form prior to travel.

To receive department funding, students must present their paper to the Department at least one week before the conference. Please indicate below the dates and times when you expect to be available to present to the Department.

Dates Available to Present _____

Graduate Student Application for Department Funds for Professional Conference Travel

Date _____ Name _____

Funding Period September 30 January 30 July 15

Name of Conference _____

Conference Location _____ Conference Dates _____

Amount requested from other sources for this trip? CLASS \$ _____ Toulouse \$ _____ Other \$ _____

Name of other source (if applicable) _____

Total Estimated Cost of Trip \$ _____ Amount requested from Political Science \$ _____

Previous PSCI conference travel support received? Yes No

If yes, please provide Conference Name(s), Date(s) and Approved Funding Amount(s)

Paper Title _____

Paper abstract (summary of your argument, in 150 words or less – you may attach a separate sheet with the abstract).

Passed comprehensive exams Yes No If Yes, Date Passed _____

Successfully defended prospectus Yes No If Yes, Date Passed _____

Prospectus Title _____

If writing your dissertation, describe your progress

Explain how the conference paper relates to your prospectus/dissertation

Recommendation from major professor – Support Oppose

Comments from major professor

Signature of Graduate Student

Signature of Major Professor

Request for Travel Funds – Students

Submit completed form to Graduate Program Specialist for processing. Department may only be able to fund only a portion of total requested.

Name: _____ Student ID: _____

Email: _____ Phone: _____

Purpose:

Include full name of conference (not just acronym). If you are a presenter, provide a copy of the paper you'll be presenting to dept. chair. Include any other information to support your request.

Destination: _____ Trip Dates: _____

Estimated Expenses:

Airfare: \$ _____

Rental Car: \$ _____

Lodging: : \$ _____

Meals: \$ _____

Parking: \$ _____

Rideshare/taxi: \$ _____

Registration: \$ _____

Other misc. expenses

Description: _____ Estimated Cost: \$ _____

Booking in Concur? ☐ Yes ☐ No

Total Requested: \$ _____

If approved, Graduate Program Specialist will forward to Travel Assistant in the CLASS Dean's Office for preparation of the Travel Request in Concur. From that point, you will work directly with Travel Assistant.

FOR ADMIN USE:

Chartstring 1: _____ Amount: \$ _____

Chartstring 2: _____ Amount: \$ _____

Chartstring 3: _____ Amount: \$ _____

Chartstring 4: _____ Amount: \$ _____

Department Approved Total: \$ _____

Department Approval Signature: _____