

EASTERN WASHINGTON UNIVERSITY

GRADUATE STUDENT TRAVEL AWARD

APPLICATION INSTRUCTIONS

The Graduate Programs Office sponsors a Travel Award to help support graduate students who will be presenting papers or posters at meetings of professional organizations.

- The awards will be for a maximum of \$500 per student or \$1,200 for groups of 3 or more.
- Total funding available for all applications is \$3,000 for fall quarter and \$2,000 each for winter and spring quarters, for a total of \$7,000 for the academic year. Apply as soon as possible.
- Graduate students who have been accepted for candidacy, are full-time students and who have a 3.0 minimum GPA are eligible to apply.
- Applications may be obtained on the Graduate Programs web page at www.ewu.edu/grad/graduate-student-forms
- Applications are due before the travel commences.
- Students may apply more than once; however, priority will be given to first-time applicants.
- Obtain signatures from the Department Chair and the College Dean.
- Submit the application cover sheet, the application and an abstract to 206 Showalter Hall.
- All Graduate Student Travel Award reviews are anonymous. Do not include the name of the applicant or the applicant's advisor on the application form or supporting documents (Abstract).

PROTOCOL

- The student, the student's advisor and the department chair will be notified by email of the application decision.
- Students employed by EWU will coordinate travel through the department secretary and submit a Travel Authorization form. The department secretary will obtain an index number from the Administrative Assistant for the Vice Provost of Graduate Programs. Reimbursement will be made upon return.
- Students not employed by EWU will submit receipts upon return of travel to the department secretary. The department secretary will prepare an invoice voucher for reimbursement to the student. Graduate Programs will prepare the purchase requisition.

Application # _____

(Leave Blank)

GRADUATE STUDENT TRAVEL AWARD

APPLICATION COVER SHEET

Date of Application: ____/____/____

Student's Name: _____

Student's ID #: _____

Mailing Address: _____

Email address: _____

Telephone: (____) _____ - _____

EWU Employee: ____ Yes ____ No
(For example, Graduate Service Appointment, GSA)

Department of: _____

Advisor's Name: _____

Advisor's Signature: _____

Amount Requested: \$ _____
(Maximum amount per award: \$500 or \$1,200 if part of a group of 3 or more)

Chair Approval: _____ Date: _____

Department Funding Committed: _____

Dean Approval: _____ Date: _____

College Funding Committed: _____

Leave this section blank.

Application #: _____

Approved By: _____ Date Approved: ____/____/____

Amount Approved: \$ _____

GRADUATE STUDENT TRAVEL AWARD

INDIVIDUAL APPLICATION

Department: _____ Date of Application: ____/____/____

PURPOSE OF TRAVEL:

Name of Professional Organization: _____

Dates of meeting: _____ Location of meeting: _____

Will you present: Paper _____ Poster _____

External peer review before acceptance? _____ Has paper been accepted? _____
(If no, please notify Graduate Programs Office when accepted.)

If more than one author, what is your position (e.g., first of three, second of four, etc.) _____

Title of Paper/Poster: _____

PRIOR SUPPORT:

Have you received support from the Graduate Student Travel Award program? _____ (yes/no)

If yes, give dates and amount. _____
(Please note that first-time applicants will receive priority.)

PREVIOUS DEGREE(S):

	<i>Degree</i>	<i>Year</i>	<i>Name of Institution</i>
1.	_____	_____	_____
2.	_____	_____	_____

GRADUATE SCHOOL STATUS:

Date entered EWU: _____ Date of Candidacy: _____

Full Time Graduate Student: _____ (yes/no) With at least a 3.0 cumulative GPA: _____ (yes/no)

Tentative date of completion: _____

Total estimated cost of travel: \$ _____

Please attach a detailed budget.

The decision on your proposal is based primarily on what is presented below. Choose your words carefully and limit your statements to the space provided. Attach the Abstract of your paper that was submitted. Do not identify yourself or your advisor below or in the Abstract.

Description of Research. Summarize the paper in terminology that can be understood by a non-specialist. In your statement, inform the reader of the significance of your research.

Faculty advisor's comment on the proposed travel request. Be explicit about the quality and significance of the paper and detail the significance of the meeting, the relevance of the paper to that meeting, and the relevance of the meeting to your student's graduate career.