

## Graduate Student Travel Grants

**Maximum Award:** \$500

**Purpose:** Graduate Student Travel Grants are designed to support graduate students' professional development through travel to present students' research at a regional, national, or international conference.

**Eligibility:** Student *must* be the first author on the presentation OR the presenting author on the presentation in order to be eligible for travel funds. Note, if there are multiple student authors on a single presentation, only the student listed as the first and/or presenting author will be eligible for travel funds.

**Who can apply?** All graduate students can apply. Students are limited to two travel grants per degree. Students may not receive more than \$2500 in total for research and travel grants per degree.

**Fundable budget expenses:**

- Transportation (e.g., airfare, mileage)
- Lodging
- Conference/meeting registration fee
- Food/incidentals
- Cost-sharing

**What if I submitted a proposal to a meeting or conference, but I haven't received notification that it is accepted?** You are still eligible to apply; you will need to submit proof of acceptance as well as proof that you are the presenting author on the submission.

### Application Instructions:

- A. Complete the following application form in full.
- B. Complete the proposed budget and budget justification in full:
  - i. Lodging (number of nights, cost per night, total cost)
  - ii. Conference/meeting registration fee (in budget justification, note whether there is a discounted rate for student registration and/or early-bird registration)
  - iii. Transportation (e.g., airfare, mileage, cab/ride-share)
  - iv. Food/incidentals (please adhere to U.S. General Services Administration per diem rates, found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>)
  - v. Cost-sharing (if there is cost-share, the applicant needs to note exact amounts/sources of cost share)
- C. Conference/meeting abstract
  - i. If you have already received notification of your acceptance to the conference/meeting, please include the notification (email, conference website screenshot) as an attachment with your application.
- D. Once the above are completed, send to your mentor/advisor for their signature indicating approval. Advisors/mentors should then send to the department chair for approval and signature. Once completed, department chairs should send to the college dean/college signatory for approval.
- E. Once all signatures have been obtained, the application for travel grant funds should be submitted in full to [gsresearchgrant@wku.edu](mailto:gsresearchgrant@wku.edu). Only completed applications with all signatures will be reviewed.

## Graduate Student Travel Grant Application

### Section A. To Be Completed by Student

<b>Presentation Title:</b>			
<b>Conference/Meeting Title:</b>			
<b>Conference/Meeting Dates:</b>			
<b>Conference Location:</b>			
<b>Student Name:</b>		<b>Degree Program:</b>	
<b>WKU 800#</b>		<b>Expected Graduation Date:</b>	
<b>WKU Email Address:</b>			
<b>Advisor:</b>			
<b>Request for travel funds in the amount of:</b>			
<b>Please list previous Graduate Student Travel Grants if applicable (date and amount awarded):</b>			
<b>Did any other students contribute to this project?</b>	Yes	No	
<b>In the space below, please list whether the proposal submitted for presentation contains additional authors and indicate the <u>authorship order</u> (note, authors may be other students and/or faculty):</b>			
<b>Please describe the developmental activities and how participation in the specified conference/meeting supports your future goals in the space below:</b>			
<b>Are you the presenting author on the submission for presentation?</b>	Yes	No	
<b>Please indicate your agreement with the following statement: I attest that this project was written by me and/or the authors jointly indicated above and the submission is in my/our own words.</b>	Yes	No	
<b>Advisor Signature:</b>	Date		
<b>Department Head Signature:</b>	Date		
<b>College Dean Signature:</b>	Date		

### Section B. Graduate Student Travel Grant Budget Form

Name				
Project Title				
Advisor				
	Item	Cost	# Of Days	Total Cost
<b>A. Transportation (specify mode)</b>				
1				
2				
3				
4				
5				
<i>Subtotal</i>				
<b>B. Lodging (specify cost/night, number of nights, and total estimated cost)</b>				
1				
2				
3				
4				
5				
<i>Subtotal</i>				
<b>C. Conference/Meeting Registration</b>				
1				
2				
3				
4				
5				
<i>Subtotal</i>				
<b>D. Meals and Incidentals (see <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a>)</b>				
1				
2				
3				
4				
5				
<i>Subtotal</i>				
<b>E. Other</b>				
1				
2				
3				
4				
5				
<i>Subtotal</i>				
<b>Total Budget</b>				



**Section C. Conference/Meeting Abstract**

Student's Conference/Meeting Proposal Abstract: