



## OFFICE OF THE DEAN OF LIBERAL ARTS

### Graduate Programs

#### Dean's Award for Graduate Travel Award

This award provides funding to graduate students for conference presentation travel, pilot research, relevant software purchases (that are not readily available to students), archival work, or other research-related costs related to their creative activity or dissertation / thesis completion. These awards do not cover equipment or substitute for resources normally available to students (such as computers in student labs).

All graduate travel nominations must be submitted through the department chair. Academic departments are to collect and rank their candidates and forward all required materials to the College no later than the deadlines listed below. Direct student submissions will not be accepted. Thus, it is encouraged that students plan out their travel for the academic year.

**DUE DATE:** October 1<sup>st</sup>, 2018

Departments are to submit their packets directly to Ami Keller in the College of Liberal Arts Dean's Office, 210 University Hall. In your packet, please include the following:

1. A cover sheet that provides the rankings of the students and a brief description of how the activity is appropriate.
2. A copy of the completed departmental (or attached) application for each student.
3. For Research Funding Requests, submit a Faculty letter of support - *This is now optional for conference presentations.*
4. If a conference presentation, a copy of the acceptance. If it is an anticipated acceptance, please indicate the notification date.

There will be limited funds for unanticipated major conference presentations that will be awarded on a monthly basis. Please be aware that some departments will only award for travel by the dates above, so check with your advisor.

**Awards:** The College awards range from \$100 up to \$1000 to defray costs of (1) activity / research directly related to completion of thesis / portfolio / performance / dissertation in the college of Liberal Arts, or (2) significant conference presentations.

**Eligible costs:** Travel costs, data collection, film/video production, digitization costs associated with archives or libraries, coaching/private lessons related to final recital, translation or transcribing services, materials, software and similar costs directly related to completion of final requirements.

**Ineligible Costs:** Books, tuition, tutoring not related to a tangible product or performance, wages, social activities or course releases.

**Enrollment Requirement:** Applicants must be in good academic standing; students on academic probation are not eligible. Students who travel in summer must be enrolled full-time in the preceding Spring semester. Doctoral students who have only dissertation hours remaining may enroll in a minimum of 3 hours.

**Reporting Requirements:** All award recipients will be expected to present their projects at the CoLA Spotlight on Student Research Symposium being held on Thursday, April 4<sup>th</sup>, 2019. Participation in departmental conferences, such as the annual MFA travel and research presentations, also will satisfy this requirement.



**COLLEGE OF LIBERAL ARTS**  
**Graduate Research & Conference Presentation Award**  
**2018-19**

Please review the "Call for Applications" that accompanies this application for specific qualifications and requirements. Complete this application and all required materials and submit to your graduate advisor for approval. Your graduate advisor will forward the application for the necessary reviews.

**TYPE OF AWARD (Circle one):**     \_\_\_ **To Conduct Research or Creative Activity**  
  \_\_\_ **Conference Presentation**

**Program:**   **M.A.**   **M.F.A**   **Ph.D.**

**Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Supervising Professor:** \_\_\_\_\_

**Location of Research / Creative Activity / Conference**  
\_\_\_\_\_

**Dates of Travel:** \_\_\_\_\_

**Title of your research / activity / conference presentation:**  
\_\_\_\_\_

**If you are serving as a TA or teaching, will you miss any class meetings? If "yes," who will cover them?**  
\_\_\_\_\_

**Have you taken or scheduled your Qualifying Exams?**   \_\_\_ **Yes**   \_\_\_ **No**

**If Yes, what were your results?:** \_\_\_\_\_

**If no, are they scheduled?:** \_\_\_\_\_

**Is your Dissertation or Proposal Approved?**   \_\_\_ **Yes**   \_\_\_ **No**

**Anticipated Graduation Date:** \_\_\_\_\_

Please attach the following statements.

\_\_\_ Statement from Applicant – outlining your project or presentation and justifying requested funds.

\_\_\_ Copy of Invitation – Only applicable if conference presentation.

\_\_\_ Letter from faculty advisor –Address stage of research, importance of funds to project, and relevance.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Thesis / Dissertation Chair

\_\_\_\_\_  
Date

**For Chair: Will the department make an award for this student (if so, list the amount)?** \_\_\_\_\_

\_\_\_\_\_  
Signature of Department Chair (Or representative)

\_\_\_\_\_  
Date