



Graduate Student Travel Grant Application Form

Please attach a copy of the paper, exhibition catalog, program, or a detailed outline to this form, along with the confirming notice that your work has been accepted for presentation.

Student Name:	
Student ID #:	
UMass Dartmouth Email Address:	
Graduate Program/Department:	
Title of Paper/Exhibition:	
Name of Meeting/Conference/Exhibition:	
Place/Venue:	
Date(s):	

BUDGET:

Other Sources of Funding? No Yes

If yes, please indicate who, how much, and provide the Speedtype of the funding source as well as the signature of the budgetary authority responsible:

Name of Budgetary Authority Speedtype

Budgetary Authority Signature

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UNIVERSITY OF MASSACHUSETTS DARTMOUTH
Office of the Associate Provost for Graduate Studies
 285 Old Westport Road, North Dartmouth, MA 02747-2300
 Phone: 508-999-8012 | Fax: 508-999-8052
 Email: apgradstudies@umassd.edu | www.umassd.edu/graduate

Graduate Student Travel Grant Application Form (Cont.)

Expense	Amount
Registration Fee:	\$
Travel:	\$
Lodging:	\$
Meals:	\$
Other (specify): _____ _____ _____	\$

TOTAL AMOUNT REQUESTED *(Estimated amount if actual expenses are not known):* \$ _____

APPROVAL SIGNATURES:

Approval Signatures	Printed Name	Signature	Date
Graduate Program Director			
Department Chairperson			
Dean			
Assoc. Provost for Grad. Studies			



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Graduate Student Travel Grant Application Information

The University of Massachusetts Dartmouth is committed to assisting graduate students in their endeavors to share their research results with the broader academic community. It is important for students to present their research, scholarship, and creative activity at regional, national, and international professional meetings or juried exhibitions, and it is essential that the University be represented at important professional meetings and juried exhibitions. Attendance only will not be funded, and only one person will be supported for presentation of a paper with multiple authors.

To enable as many graduate students as possible to present their work at professional meetings or juried exhibitions, the maximum grant amount is \$500 per fiscal year (July 1 – June 30). There will be no limitation on the number of meetings a student attends, or whether the meeting is international or domestic, so long as the total amount awarded during the fiscal year does not exceed \$500.

Submission Process: The application should be submitted first to the Graduate Program Director for his/her review, verification, and signature. The application must then be forwarded to the Department Chair and the Dean of the relevant college/school for their endorsement before it is sent to the Office of the Associate Provost for Graduate Studies for final review and approval. To provide adequate time for proper review and processing, complete applications (this form as well as all required supporting documentation with all necessary approvals) must be received in the Office of the Associate Provost for Graduate Studies at least 21 days prior to the beginning of travel. Applicants will be notified in a timely manner of the funding decision. Applications that are incomplete and/or are received fewer than 21 days prior to the beginning of travel will not be considered. To process reimbursement, original travel receipts must be submitted to the Office of the Associate Provost for Graduate Studies for travel expense report creation after the travel has occurred.