

## Graduate Student Travel Grant Application

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 the 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.

In order 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 for the number of meetings a student attends or if the meeting is international or domestic so long as the total amount awarded during the fiscal year does not exceed \$500.

The application should be submitted first to the Graduate Program Director for her/his review, verification and signature. Then the application must be forwarded to the Department Chair and the Dean of the relevant college/school for their endorsement before it is sent 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. The applicants will be notified in a timely manner of the decision of funding. Applications that are incomplete and/or are received fewer than 21 days prior to the beginning of travel will not be considered. In order 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.

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

**Student ID #** \_\_\_\_\_

**UMass Dartmouth Email Address:** \_\_\_\_\_

**Graduate Program/Department:** \_\_\_\_\_

**Title of Paper/Exhibition:** \_\_\_\_\_

**Name of Meeting/Conference/Exhibition:** \_\_\_\_\_

**Place/Venue:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

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

**Other Sources of Funding?**  No  Yes **If yes, who, indicate how much, and provide speedtype of funding source as well as signature of responsible budgetary authority:**

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

Registration fee: \_\_\_\_\_ Travel: \_\_\_\_\_  
 Lodging: \_\_\_\_\_ Meals: \_\_\_\_\_  
 Other (specify): \_\_\_\_\_

Recommended by Graduate Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended by Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Endorsed by College/School Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Associate Provost for Graduate Studies: \_\_\_\_\_ Date: \_\_\_\_\_