GRADUATE PROFESSIONAL TRAVEL GRANTS

A presentation at a disciplinary meeting is an important way for graduate students to introduce themselves to the profession and build a network. It also enhances the academic reputation of the student’s graduate program and university. Therefore, the Dean of Graduate Studies has created a travel fund to assist with the preparation and travel expenses of graduate students who are giving a presentation at one of their regional or national professional meetings. Presentations include talks, posters, exhibits, and performances.*

Expenses associated with the purchase of presentation materials, travel to the meeting, registration fees, and room charges will be reimbursed up to $500. Food and optional expenses (e.g., workshops, excursions, and spousal expenses) are not eligible. Only matriculated graduate students, enrolled and in good academic standing may apply for the award. Only one presenter per project can be supported.

There are no deadlines. Awards will be made over the fiscal year until the fund is depleted. Students should not expect more than one award per academic year. Students who are funded to present posters, performances, or exhibits are strongly encouraged to share their work with the University community at the Graduate Research/Creativity Symposium held on campus every year in late April or early May.

*Please note: Funding will be denied for any requests for mere attendance at a conference, or informal participation in workshops, seminars, discussion panels, etc.

The application process includes the following.

1. The graduate student presenter must complete the (attached) application form at least one month before the professional meeting occurs. The Dean of Graduate Studies will notify the applicants within a week of receipt of the application whether they are eligible for the award and if there are sufficient funds to support the effort. The student must attach a letter of acceptance from the conference organizers with the initial application and have their graduate advisor or program director to sign below to verify student eligibility.

2. Within 30 days of the meeting, the graduate student must complete a university Travel Expense Voucher (TEV) and attach original receipts for all expenses incurred. A conference program highlighting your presentation should be submitted with your TEV. Send the material to the Dean of Graduate Studies. Allow two weeks after successful submission for reimbursement.
APPLICATION FOR THE GRADUATE PROFESSIONAL TRAVEL FUND

Name: ______________________________ Graduate Program: ______________________________

Student ID: ________________________ Email Address: ________________________________

Date of Matriculation __________________ Graduate GPA: ______________

I am a candidate for the Master’s/Doctorate (circle one)

Title of Presentation: ________________________________________________________________

Mode of delivery: Oral presentation Poster session Performance Exhibition (circle one)
Other: _________________________________________________________________________

Professional Organization hosting the meeting: ___________________________________________

Meeting dates: ______________________________

ESTIMATED BUDGET

Preparation expenses: $___________
Registration Fees: $___________
Travel to site: $___________
Room: $___________
Other (specify): $___________ ______________________________________________

Total Amount Requested: $___________

SIGNATURES

_________________________________________________________
Applicant

I certify that this student is matriculated, enrolled and in good academic standing.

_________________________________________________________ Date: ________________
Graduate Advisor or Program Director (circle one)

Send this completed application form and your acceptance letter from conference organizers via campus mail to:
T. Clark Saunders
Dean of Graduate Studies
Office of the Provost, CC 311
Questions? Contact Dean Saunders at clsaunders@hartford.edu

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