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 offers 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. Mere attendance at professional meetings or informal participation in workshops, seminars, discussion panels, or short-courses is not eligible for funding.

Expenses associated with the purchase of presentation materials, travel to the meeting, registration fees, and room charges may be reimbursed up to $600, with typical awards totaling $200 per student for AY 2018-2019. 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.

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; this includes collecting the graduate advisor or program director’s signature verifying student eligibility. The Dean of Graduate Studies will notify the applicant within ten business days of receipt of the application whether they are eligible for the award and if there are sufficient funds to support the effort. The applicant must attach documentation verifying their acceptance to participate in the professional meeting; this could be (1) event program with applicant’s name printed as a presenter, or (2) email from presenting organization stating the applicant’s acceptance as a presenter.

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. If the meeting’s program was not submitted with the application, then it should be included with the travel reimbursement form. Contact the assistant to the Dean of Graduate Studies to schedule an appointment to complete and submit all required forms and documentation. Allow fifteen business days 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 (circle one): Oral presentation Poster session Performance Exhibition

Other: ____________________________________________________________________________

Professional Organization hosting the meeting: _____________________________

Meeting dates: _______________________________________________________

I am interested in presenting my work at the Graduate Research/Creativity Symposium to be held in late April / early May and I would like to be reminded to apply closer to the event date: YES or NO (circle one).

ESTIMATED BUDGET

Preparation expenses: $___________

Registration Fees: $___________

Travel to site: $___________

Room: $___________

Other (specify): $___________

Total Estimated Expense: $___________

SIGNATURES

___________________________________________________________________________ Date: ______________________

Applicant

I certify that this student is matriculated, enrolled, in good academic standing, and to the best of my knowledge presenting at the above named meeting/event.

___________________________________________________________________________ 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