Graduate Student Travel Fund

The School of Graduate Studies recognizes the importance of professional development for its graduate students. The Graduate Student Travel Fund competition is held twice per year, once in the fall and once in the spring semester. Funding is competitively allocated based on availability.

Eligibility
1. All graduate-level students enrolled in a degree-granting program (certificate programs are not eligible).
2. Students are not eligible if the travel occurs after they graduate.
3. Students are limited to one Graduate Student Travel Award per academic year.
4. Priority will be given to students who have been accepted to present at a conference.
5. Students may not receive the full amount of funding required to travel, therefore, students must secure other sources of funding (e.g. department, personal, grant).
6. Virtual conference costs are eligible.

Submission Guidelines
1. Students must share their application with a faculty sponsor in their program prior to submitting it. Typically, the sponsor is the student’s Program Coordinator, Research Supervisor, or PI/Lab Director.
2. Students should prepare a breakdown of costs in their submission form per university travel reimbursement forms. Applications that request a flat amount without detailed costs will not be considered.

Review Process
1. The selection committee will review applications based on the eligibility criteria, applicant’s financial need, and importance of participation for the student’s academic and/or professional growth.

Reimbursement Procedures
1. If approved, The School of Graduate Studies will initiate a DCA to the student’s home department, who will facilitate the reimbursement process. Students must follow all university travel policies. Please keep receipts for all costs incurred.
2. Student travel funds must be spent according to the deadlines below. It is the responsibility of the student and the home department to ensure funds are spent in a timely manner.

Application Deadlines:
October 15
January 15
April 15