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. A typical award ranges between $200 - $625, but may be more depending on the number of applications. Not all applicants will receive an award.

Rolling Application Deadlines:
October 15
January 15
April 15

Eligibility
1. All graduate-level students enrolled in a degree-granting program (certificate programs are not eligible).
2. The travel must occur after the application deadline. For example, if travel occurs in September, students are ineligible to apply to the October 15 deadline. Travel cannot occur after graduation.
3. Students are limited to one Graduate Student Travel Award per academic year.
4. 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).
5. Priority will be given to students who have been accepted to present research, scholarship, or artist products at a conference. Priority will also be given to students without other sources of funding.
6. Virtual conference costs are eligible.
7. Students must follow all university travel policies.

Submission Guidelines
1. Students obtain the signature of a faculty sponsor prior to submitting the application. Typically, the sponsor is the student’s Program Coordinator, Faculty Advisor, Research Supervisor, or Principle Investigator/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 School of Graduate Studies 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.