EASTERN WASHINGTON UNIVERSITY

GRADUATE STUDENT TRAVEL AWARD

APPLICATION INSTRUCTIONS

The Graduate Programs Office sponsors a Travel Award to help support graduate students who will be presenting papers or posters at meetings of professional organizations.

- The awards will be for a maximum of $500 per student or $1,200 for groups of 3 or more.
- Total funding available for all applications is $3,000 for fall quarter and $2,000 each for winter and spring quarters, for a total of $7,000 for the academic year. Apply as soon as possible.
- REQUIREMENTS: Advancement to candidacy, full-time students and a minimum 3.0 grade point average.
- The graduate programs office traditionally expects the department and college to provide funding.
- Applications may be obtained on the Graduate Programs web page at www.ewu.edu/grad/graduate-student-forms
- Applications are due before the travel commences.
- Obtain signatures from the Department Chair and the College Dean.
- Submit the application cover sheet, the application and an abstract to 206 Showalter Hall.
- All Graduate Student Travel Grant-in-Aid reviews are anonymous. Do not include the name of the applicant or the applicant’s advisor on the application form or supporting documents (Abstract).

PROTOCOL

- The student, the student’s advisor and the department chair will be notified by email of the application decision.
- Students employed by EWU will coordinate travel through the department secretary and submit a Travel Authorization form. The department secretary will obtain an index number from the Administrative Assistant for the Vice Provost of Graduate Programs. Reimbursement will be made upon return.
- Students not employed by EWU will submit receipts upon return of travel to the department secretary. The department secretary will prepare an invoice voucher for reimbursement to the student. Graduate Programs will prepare the purchase requisition.
GRADUATE STUDENT TRAVEL AWARD

APPLICATION COVER SHEET

Date of Application: ______/_____/_______

Student’s Name: ________________________________________________

Student’s ID #: ___________________________________________________________________

Mailing Address: _____________________________________________________________
______________________________________________________________________________

Email address: __________________________________________________________________

Telephone: (____) ______-_________

EWU Employee: ___ Yes ___ No
(For example, Graduate Service Appointment, GSA)

Department of: __________________________________________________________________

Advisor’s Name: ______________________________________________________________

Advisor’s Signature: _________________________________

Amount Requested: $__________
(Maximum amount per grant: $500 or $1,200 if part of a group of 3 or more)

Chair Approval: _______________________________Date: ____________

Department Funding Committed: ______________________________

Dean Approval: _______________________________Date: ____________

College Funding Committed: ______________________________
GRADUATE STUDENT TRAVEL AWARD
INDIVIDUAL APPLICATION

Department: __________________________ Date of Application: ____/____/____

PURPOSE OF TRAVEL:

Name of Professional Organization: ______________________________________________________

Dates of meeting: ______________________ Location of meeting: __________________________

Will you present: Paper ________ Poster ________

External peer review before acceptance? __________ Has paper been accepted? __________
(If no, please notify Graduate Programs Office when accepted.)

If more than one author, what is your position (e.g., first of three, second of four, etc.) __________

Title of Paper/Poster: _________________________________________________________________

PRIOR SUPPORT:

Have you received support from the Graduate Student Travel Award program? ______ (yes/no)

If yes, give dates and amount. _______________________________________________________
(Please note that first-time applicants will receive priority.)

PREVIOUS DEGREE(S):

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<th>Degree</th>
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<th>Name of Institution</th>
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GRADUATE SCHOOL STATUS:

Date entered EWU: _________________ Date of Candidacy: ______________________

Full Time Graduate Student: ________ (yes/no) With at least a 3.0 cumulative GPA: ________ (yes/no)

Tentative date of completion: ______________________

Total estimated cost of travel: $_______________

Please attach a detailed budget.
The decision on your proposal is based primarily on what is presented below. Choose your words carefully and limit your statements to the space provided. Attach the Abstract of your paper that was submitted. Do not identify yourself or your advisor below or in the Abstract.

**Description of Research.** Summarize the paper in terminology that can be understood by a non-specialist. In your statement, inform the reader of the significance of your research.

**Faculty advisor’s comment on the proposed travel request.** Be explicit about the quality and significance of the paper and detail the significance of the meeting, the relevance of the paper to that meeting, and the relevance of the meeting to your student’s graduate career.