

Office of Research and Graduate Studies

Guidelines for Funding Graduate Student Travel

Purpose

Travel grants are designed to help defray costs incurred by graduate students traveling to a conference or professional meeting to present research or creative works conducted at SFA. Funding will be expended on a first-come/first-served basis. Total funding allocated in support of any one conference may be limited. No more than half of the available funding will be allocated prior to December 31.

Terms and Conditions

- Each applicant must be the presenting author of a poster, paper, or exhibition at an academic conference, with preference given to national level conferences that promote the visibility of SFA; Confirmation of acceptance must be provided.
- In the case of multiple graduate students working on a single presentation, only one student will be funded as the presenter.
- Students cannot be on probationary admission, and must be enrolled in a minimum of six GR level credit hours, in good academic standing, and pursuing a graduate degree.
- All travel must be relevant to the student's degree program.
- Funding is limited to one trip per student per fiscal year (Sept 1-Aug 31)
- It is recommended, but not required that departments commit 10% of the total travel expenses.

Process

- Graduate students must submit a funding proposal to the dean of The Office of Research and Graduate Studies (ORGS) at least 30 days prior to the travel.
- The travel form must be signed by the department chair/dean of their college prior to submission.
- ORGS will review proposals and determine the allocation for funding with a maximum award of \$1,000.00. Submission of the application does not guarantee an award.
- The student's department/program will provide ORGS with a FOAP number.
- The funds will be sent to the departmental account.

Reporting

No later than 30 days after the funded activity, the student must submit a summary to ORGS. The summary must contain the following elements:

- Title and short description of the activity
- Date(s) and location(s) of the activity
- Outcomes/benefits from the funded travel
- Plan for continued research activity as it relates to the funded project.