

GRADUATE STUDENT TRAVEL GRANT PROGRAM

The Graduate Studies Office at the University of Southern Indiana announces the establishment of the Graduate Student Travel Grant Program to support graduate student travel to conferences, meetings, exhibits, or performances where the student will present the results of a student project. Assistance up to \$1000.00 will be provided to help defray the costs of travel, per diem, and registration.

The following guidelines apply to the Graduate Student Travel Grant Program:

- To be eligible to apply, a student must be in good academic standing enrolled in a graduate degree program
- This program is open to any graduate student who has had a paper, project, or presentation accepted at a regional, national, or international conference, meeting, exhibit, or performance.
- Travel must be completed within 12 months of the award date
- All travel grant funds not used will be returned to the Graduate Student Travel Grant Program
- Funds awarded must be used for travel identified in the grant proposal

Applications for travel should be submitted no later than 2 months prior to the date of travel, but must be submitted no later than 2 weeks prior to the date of travel. The deadline allows time for processing necessary paperwork and for the student to make travel arrangements. Students are encouraged to apply as early as possible.

The maximum available award is \$1000.00 per academic year per student.

Each Travel Grant request will be evaluated by the Graduate Student Grant Committee.

To apply, send one original paper proposal (with original signatures), one copy, and one electronic version in Word or Word Perfect of all of the following information (items 1 to 5 below) to the Sponsored Research Office WA104K; gssr@usi.edu.

Applications must include the following:

1. Completed Graduate Student Travel Grant Application form (page 3).
2. Typed explanation of (a.) the purpose of the travel and (b.) a brief description of the project to be presented (maximum 200 words)
3. Detailed budget breakdown, including costs of the trip (e.g., airfare, registration fees, per diem) and amount requested from the Graduate Student Travel Grant Program.

4. Copy of the acceptance notice/letter for the presentation/performance/exhibit. If evidence of acceptance is not available by the appropriate deadline, indicate it is pending and supply whatever documentation is available.
5. Signature from the faculty sponsor verifying and endorsing the presentation.

Graduate Student Travel Regulations

Students funded through the Graduate Student Travel Grant Program must follow all University travel guidelines (see the [USI Travel Office Web Site](#)). Please see your faculty sponsor to help guide you through this process:

1. You must complete a USI Travel Request Form and submit it for appropriate signatures (see your faculty sponsor).
2. If you are traveling by air, you **MUST** follow the USI travel policy for purchase of air tickets. Payment for meeting registration is also subject to University guidelines.
3. Lodging arrangements can be made independently. Refer to the web site for University regulations regarding per diem allowances and daily rates.
4. For reimbursement, a self-prepared travel expense voucher with fiscal signature should be submitted to the Travel Office with all original itemized receipts.

FOR MORE INFORMATION, see <http://www.usi.edu/busoff/travel>

It is the responsibility of the student and faculty mentor to be aware of all USI travel regulations.

Graduate Student Travel Grant Application

(Submit original, one copy, one electronic version to SRO, WA 104K; gssr@usi.edu)

Applicant Name _____

Applicant Email _____

Graduate Program _____

Project/Exhibit/Performance Title:

Conference/Meeting/Performance Venue/Exhibition Title:

Location _____

Dates _____

Total Amount Requested from Graduate Student Travel Grant Program: \$ _____

Title of Previous Graduate Student Research Grant, if applicable:

Date of Previous Graduate Student Research Grant: _____

Faculty Sponsor Name _____

Faculty Sponsor Email _____

Faculty Sponsor Signature verifying applicant
eligibility and endorsing the presentation: _____