

GRADUATE STUDENT CONFERENCE TRAVEL FUND REQUEST

The College of Graduate Studies makes every effort to support master's and doctoral student travel to make presentations at professional conferences. To be eligible for Graduate Student Conference Travel Funds the student must (1). be presenting a paper or a poster; (2). be enrolled in a graduate degree program; (3). be in good academic standing during the semester the conference is held; (4). have not received Graduate Student Conference Travel funds during the current fiscal year; and (5). follow all CSU travel regulations. If funds are awarded, the College of Graduate Studies will cover 1/3 of the travel cost up to a maximum of \$500. Before submitting this application to the College of Graduate Studies, the student should secure support from his/her College and Department, respectively, to match the funds requested from the College of Graduate Studies. For example, if a student plans to request \$300 from the Graduate Student Conference Travel Fund, he/she should have a commitment of \$300 each from his/her College and Department, respectively, and provide relevant information in the table below.

Name: _____ Student ID: _____

Major: _____ Name of Conference: _____

Dates of Conference: _____ Location of Conference: _____

Describe your participation in this conference: _____

Title of Paper/Presentation/Poster: _____

Estimated Travel Expenses:

Air Fare	
Mileage/Car Rental/Taxi	
Hotel	
Conference Fees	
Meals	
Total	

Signature of Student: _____

Email Address: _____

	Award Amount	Account #	Signature/Date
Department Chair/Advisor			
College Dean			
Graduate Dean			
Total			

NOTE Students in STEM discipline: Before applying for these funds please check the conference website or contact conference organizers for available graduate student travel support.

Submit Completed Form to: You can either email the completed form to dean.graduatestudies@csuohio.edu; the subject line should read **Graduate Student Conference Travel Fund Request**; or, send the completed form via inner office mail to Toni May, College of Graduate Studies, PH 308. Questions regarding the program should be directed to Ms. May at t.l.may59@csuohio.edu or by phone at 216-687-3625.