

GRADUATE STUDENT CONFERENCE TRAVEL FUND REQUEST

Please return completed form to: Tonita May (t.l.may59@csuohio.edu or PH 308)

The College of Graduate Studies makes every effort to support master 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) Not have received maximum funding (\$500) during the current fiscal year;
- 5) Follow all CSU travel regulations;
- 6) Provide email conference acceptance to present paper/poster.

If funds are awarded, the College 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 both his/her Department and College, 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 **MUST** have an equal commitment of \$300 from his/her Department and College **and** provide the following information on lines 1 and 2 in the table in Section 3.

Line 1:

- 1) Department Chair or Advisor's Contribution Award Amount (example: \$300.00)
- 2) Department Chair or Advisor's Funding Account Number (example: actual account number must be provided)
- 3) Department Chair or Advisor's Signature/Date (example: Individual must sign/date)

Line 2:

- 1) College Dean's Contribution Award Amount (example: \$300.00)
- 2) College Dean's Funding Account Number (example: actual account number must be provided)
- 3) College Dean's Signature/Date (example: Individual must sign/date)

SECTION 1 – STUDENT/CONFERENCE INFORMATION

Student Name: _____ CSU ID: _____ Degree: _____

Name of Conference: _____ Date of Conference: _____

Your participation in this conference (circle one): **PAPER PRESENTATION** **POSTER PRESENTATION**

Title of Paper/Poster Presentation: _____

Signature of Student: _____ CSU Email Address: _____

SECTION 2 – ESTIMATED TRAVEL EXPENSES

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

SECTION 3 – CONTRIBUTION INFORMATION

Line		Award \$ Amount	Funding Account #	Signature/Date
1	Department Chair/Advisor			
2	College Dean			
3	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.

After the form is processed by the Graduate Dean, the form will be returned to the student's department for further processing.