

GUIDELINES FOR DOCTORAL STUDENT TRAVEL GRANTS TO ATTEND PROFESSIONAL MEETINGS

DOCTORAL STUDENTS
ONLY

University of Arkansas Graduate School
Fayetteville, Arkansas

Please read the General Guidelines (<http://www.uark.edu/depts/gradinfo/recruit/funding/travelgrants.html>) before submitting this application.

ONLY ONE TRAVEL GRANT PER STUDENT PER YEAR (JULY 1-JUNE 30), REGARDLESS OF TYPE.

Two types of travel grants are available for doctoral students:

I. PARTICIPANT TRAVEL GRANT (one per academic career – **FIRST YEAR DOCTORAL STUDENTS ONLY**):

1. Intended for doctoral students who are beginning doctoral studies and do not have presentable research.

II. PRESENTER TRAVEL GRANT (one per academic year, July 1st–June 30th):

1. Intended for doctoral students who have applied to present a formal paper or poster at a regional, national or international meeting of a recognized professional society.
2. The student must be a listed author and sole presenter, not simply listed as one of the presenters. In the case of co-authors, only one student presenter will be funded.
3. The research to be presented was performed at the University of Arkansas and will carry the University's name.

ENROLLMENT REQUIREMENT– APPLIES TO BOTH PARTICIPANT AND PRESENTER TRAVEL GRANTS:

Students must be enrolled full time in on-campus, graduate-level, degree-related course work in the semester the travel is to take place.

Full time in the fall and spring semesters:	9 hours without a Graduate Assistant appointment 6 hours with a 50% Graduate Assistant appointment
Full time in the summer semester:	5-6 hours without a Graduate Assistant appointment 3 hours with a 50% Graduate Assistant appointment

EXCEPTION: If a professional meeting occurs during the summer and the student is not enrolled full-time during the summer, the travel grant may be approved if the student was enrolled full-time during the previous spring semester.

APPLICATION AND REIMBURSEMENT:

1. After a student travel request is approved by the department, a Travel Grant Application form should be submitted to the Graduate School for approval before the travel occurs. Both the department chair and the student will be notified about the status of the Travel Grant.
2. The department will initiate the necessary TA transactions for the total cost of the estimated travel expenses, including the portion that will be funded by the Graduate School.
3. Upon successful completion of the travel, the student should submit all receipts to the department. The department will submit the statement of travel expenses for reimbursement to the student, and notify the Graduate School of the TA# and the cost center number.
4. After the travel expenses are posted and verified by the Graduate School, the Graduate School will initiate an expenditure transfer (ET), removing the Graduate School portion of the travel expenses from the departmental cost center number.

Worksheet for department/student use (departments may choose to fund more than the requirement below):

Requested Amount of Graduate School Support:	_____	(90%; no more than \$1,000)
Total Amount of Departmental &/or College Support:	+ _____	(10%, at least \$100)
Total Amount of Supported Travel:	= _____	(100%)

APPLICATION FOR DOCTORAL STUDENT TRAVEL GRANT

DOCTORAL STUDENTS
ONLY

**NOTE: Limit one travel grant per student per year.
Presenter and participant travel grants cannot be funded in the same year (July 1st–June 30th).**

(PLEASE PRINT OR TYPE)

STUDENT'S NAME _____

STUDENT'S UNIVERSITY ID NUMBER _____

DEGREE & PROGRAM _____

DEPARTMENT _____ RESEARCH DIRECTOR _____

TYPE OF TRAVEL GRANT REQUEST: (Select one)

PRESENTER * _____ PARTICIPANT _____

*NATURE OF PRESENTATION: FORMAL PAPER _____ POSTER _____ OTHER _____

(IF OTHER, PLEASE EXPLAIN) _____

*TITLE OF PRESENTATION _____

NAME OF CONFERENCE/MEETING _____

DATE(S) OF MEETING (Beginning & Ending) _____

LOCATION OF MEETING _____

STUDENT'S SIGNATURE _____

DEPARTMENTAL HEAD/CHAIR'S STATEMENT: I certify that funds in the amount of 10% of the total requested cost of the trip have been committed to the above student toward travel expenses to the described meeting. I understand that the Graduate School will contribute 90% of the total travel expenses, up to a maximum amount of \$1,000.

DEPARTMENT HEAD/CHAIR SIGNATURE _____

The following section must be completed:

Requested Amount of Graduate School Support: _____ (90%; no more than \$1,000)

Total Amount of Departmental &/or College Support: + _____ (10%, at least \$100)

Total Amount of Supported Travel: = _____ (90%+10%=100%)

**PLEASE RETURN TO:
VICKY HARTWELL
GRADUATE SCHOOL
OZAR 119
FAX: 479-575-5908**